



## MAPPING

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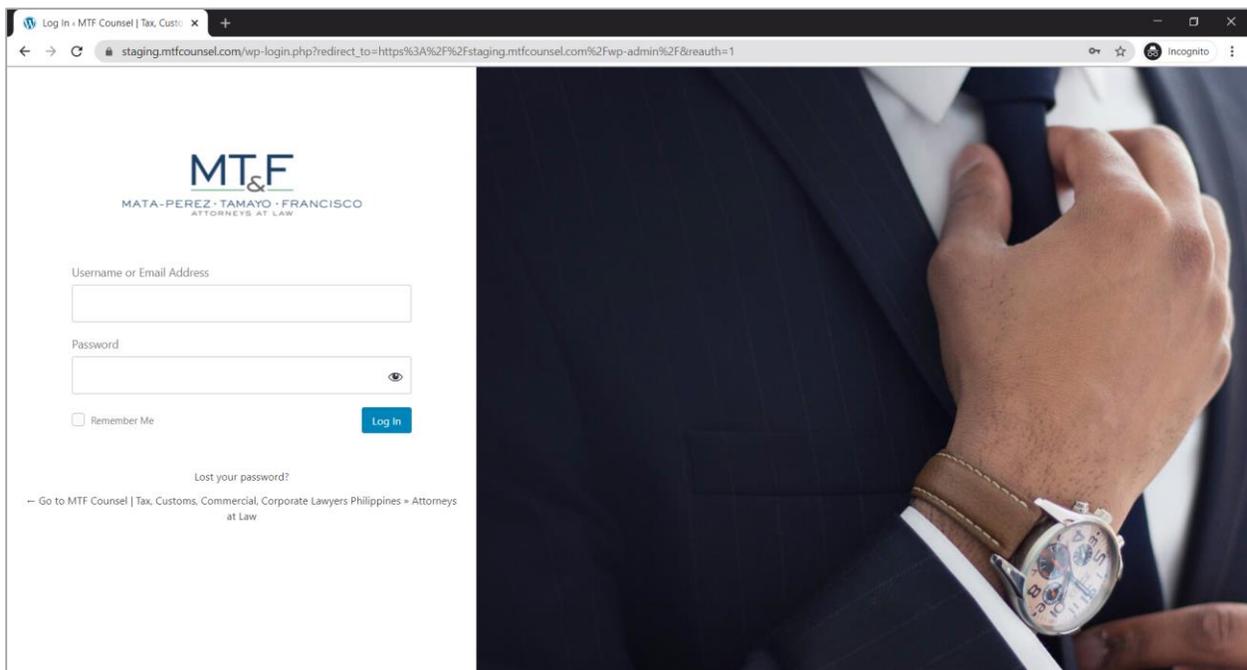
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# General Pages

## Login Page

Enter <https://staging.mtfcounsel.com/wp-admin> in the URL of your browser.

1. Enter Username
2. Enter Password
3. Click Log in



***After logging in, it will land on the Dashboard page.***

**Note:**

- *Admin/backend URL will be send through email upon publication.*
- *Once the website has been published, you may now access [admin/backend URL] of the site.*

## Important Note:

- \* Updating WordPress and plugins versions directly from the dashboard is not recommended.
- \* Updates may vary and may disable/alter custom codes from the website.

## Dashboard

The screenshot shows the WordPress Dashboard interface. At the top, there's a notification for WordPress 5.7. The main content area is divided into several widgets: 'Site Health Status' with a warning icon and text about critical issues; 'Quick Draft' with fields for Title and Content; 'At a Glance' showing 250 Posts, 33 Pages, and 9 Comments; 'Activity' with a 'Recently Published' section listing recent posts; and 'WordPress Events and News' with an upcoming event on Thursday, Mar 18, 2021.

## All Pages List

- Dashboard > Pages

The screenshot shows the 'Pages' section of the WordPress Dashboard. It features a table listing all pages. The table has columns for 'Title', 'Author', and 'Date'. The pages listed include 'Associates — YOTheme', 'Aziza Hannah A. Bacay — YOTheme', 'Ellaïne Anne L. Barnardino — YOTheme', 'Euney Marie J. Mata-Perez — YOTheme', 'Gerardo Maximo V. Francisco — YOTheme', 'Login Designer', 'Mark Anthony P. Tamayo — YOTheme', and 'News — Customization Draft, Posts Page'. The table also includes a search bar and pagination controls.

<input type="checkbox"/>	Title	Author	Date
<input type="checkbox"/>	Associates — YOTheme	appsdev@imaniila.ph	Published 2021/01/25 at 9:35 am
<input type="checkbox"/>	Aziza Hannah A. Bacay — YOTheme	PMT iManila	Published 2021/02/08 at 11:38 am
<input type="checkbox"/>	Ellaïne Anne L. Barnardino — YOTheme	PMT iManila	Published 2021/02/08 at 11:45 am
<input type="checkbox"/>	Euney Marie J. Mata-Perez — YOTheme	appsdev@imaniila.ph	Published 2021/01/25 at 12:23 pm
<input type="checkbox"/>	Gerardo Maximo V. Francisco — YOTheme	appsdev@imaniila.ph	Published 2021/01/25 at 3:01 pm
<input type="checkbox"/>	Login Designer	Aizel Sena	Published 2021/01/11 at 11:29 am
<input type="checkbox"/>	Mark Anthony P. Tamayo — YOTheme	appsdev@imaniila.ph	Published 2021/01/25 at 12:47 pm
<input type="checkbox"/>	News — Customization Draft, Posts Page	appsdev@imaniila.ph	Last Modified 2021/01/04 at 11:08 am

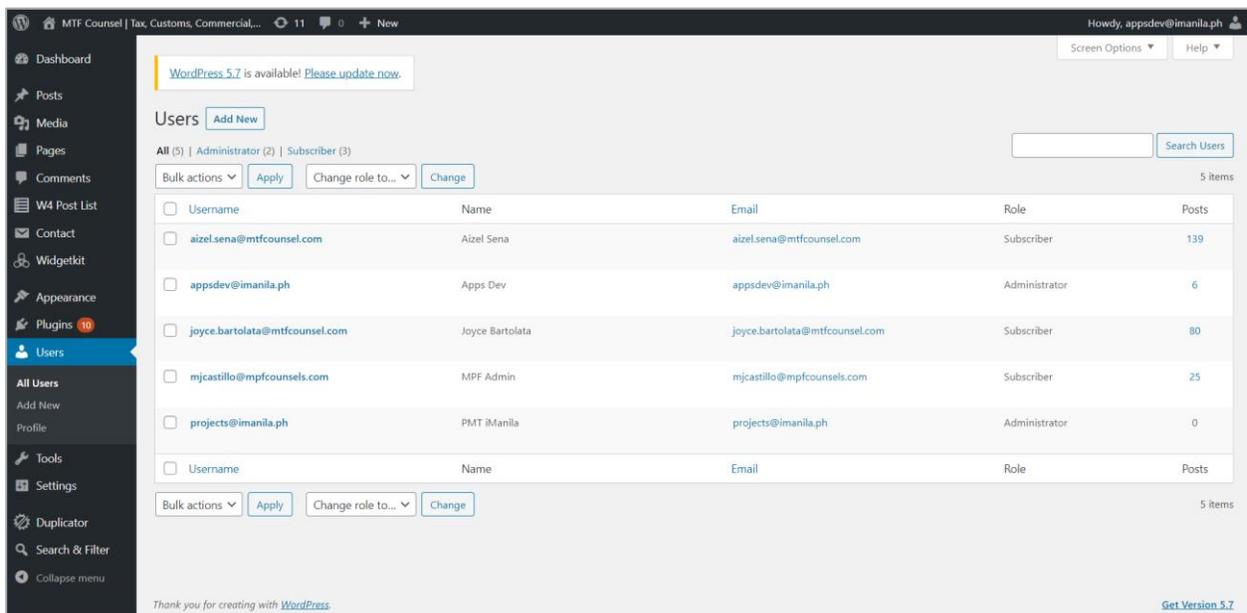
## Customize Page

- Dashboard > Appearance > Customize



## Users Page

- Dashboard > Users



# Contact Forms

- Dashboard > Contact Forms

WordPress 5.7 is available! [Please update now.](#)

## Contact Forms [Add New](#)

**Getting spammed? You have protection.**

Spammers target everything; your contact forms aren't an exception. Before you get spammed, protect your contact forms with the powerful anti-spam features Contact Form 7 provides.

Contact Form 7 supports spam-filtering with **Akismet**. Intelligent **reCAPTCHA** blocks annoying spambots. Plus, using **disallowed list** you can block messages containing specified keywords or those sent from specified IP addresses.

**Before you cry over spilt mail...**

Contact Form 7 doesn't store submitted messages anywhere. Therefore, you may lose important messages forever if your mail server has issues or you make a mistake in mail configuration.

Install a message storage plugin before this happens to you. **Flamingo** saves all messages through contact forms into the database. Flamingo is a free WordPress plugin created by the same author as Contact Form 7.

[Search Contact Forms](#) 2 items

<input type="checkbox"/>	Title	Shortcode	Author	Date
<input type="checkbox"/>	<b>Careers - Form</b> 1 configuration error detected	[contact-form-7 id="4394" title="Careers - Form"]	appsdev@imanila.ph	2021/02/15 at 11:03 am
<input type="checkbox"/>	<b>Contact Us - Form</b> 1 configuration error detected	[contact-form-7 id="269" title="Contact Us - Form"]	appsdev@imanila.ph	2020/12/23 at 11:35 pm
<input type="checkbox"/>	Title	Shortcode	Author	Date

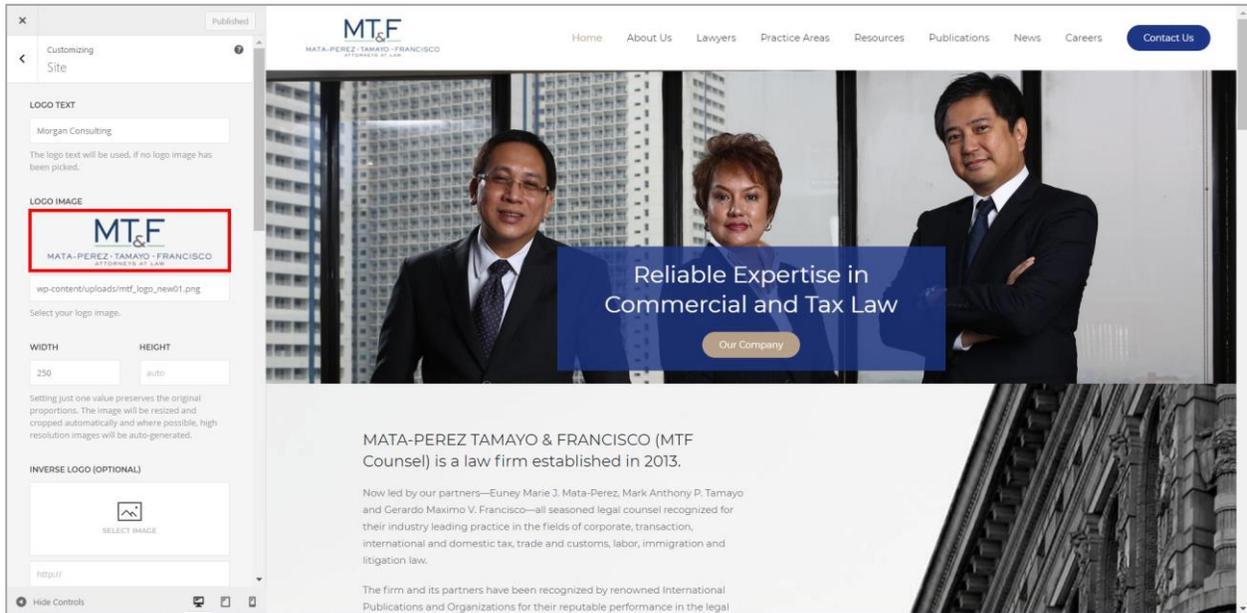
[Search Contact Forms](#) 2 items

## Common Sections

### Header

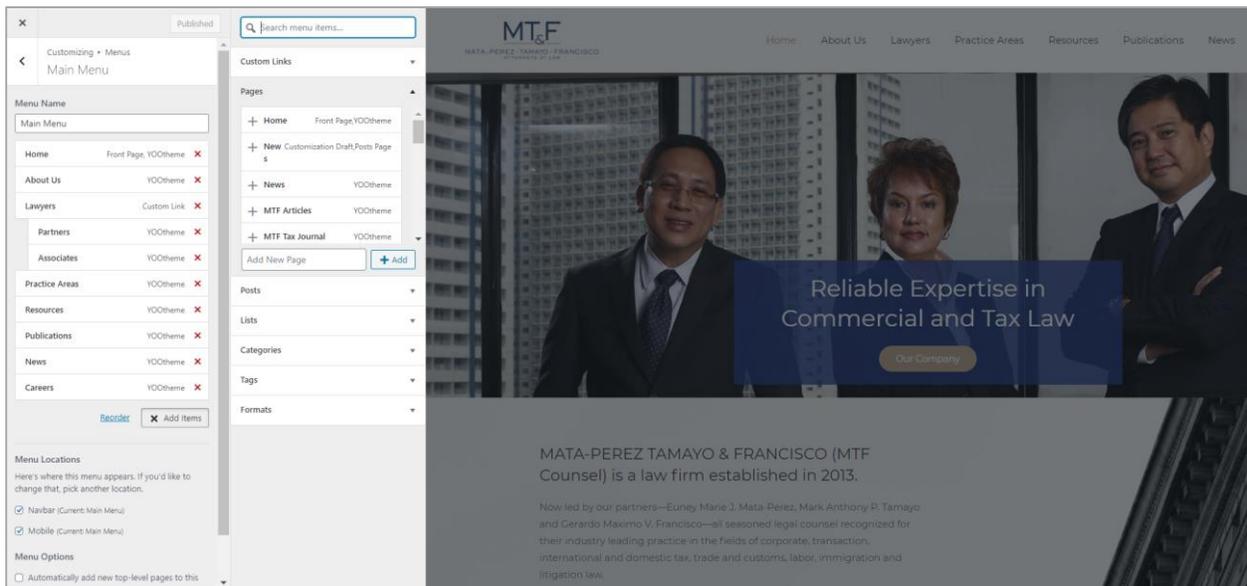
#### Logo

- To change the Logo - Go to **Dashboard > Appearance > Customize > Layout > Site > Logo Image > Edit Image or Replace Image**



#### Main Navigation

- To add or remove an item in the **Main Navigation** - Go to **Dashboard > Appearance > Customize > Menus > Main Menu**.

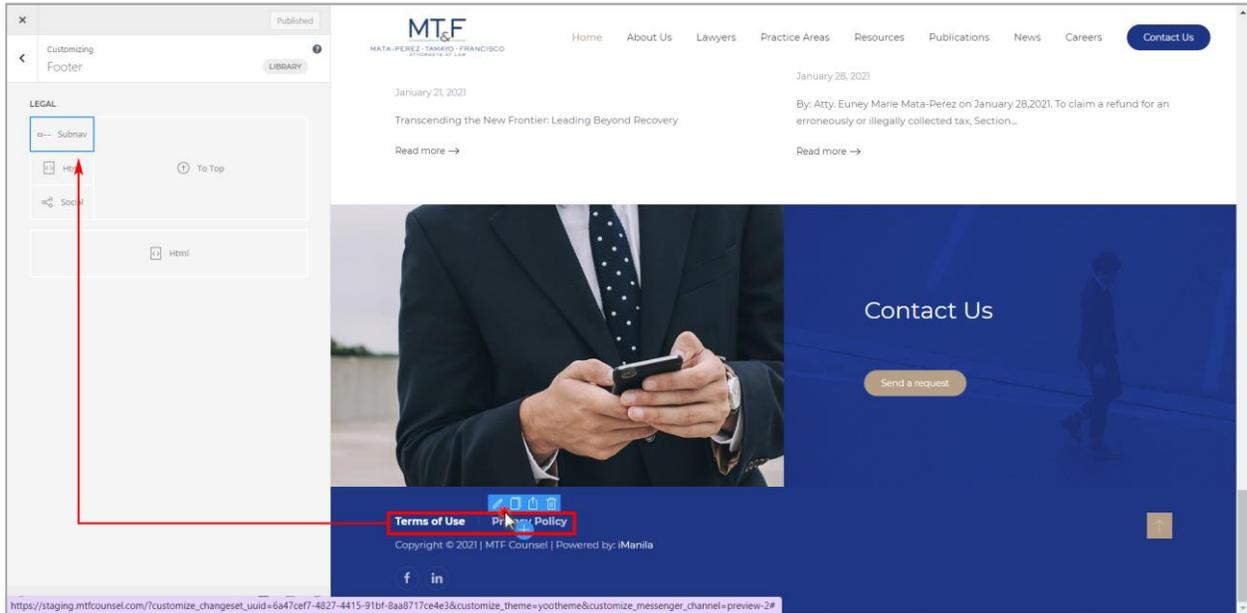


## Main Navigation (Contact Us Button)

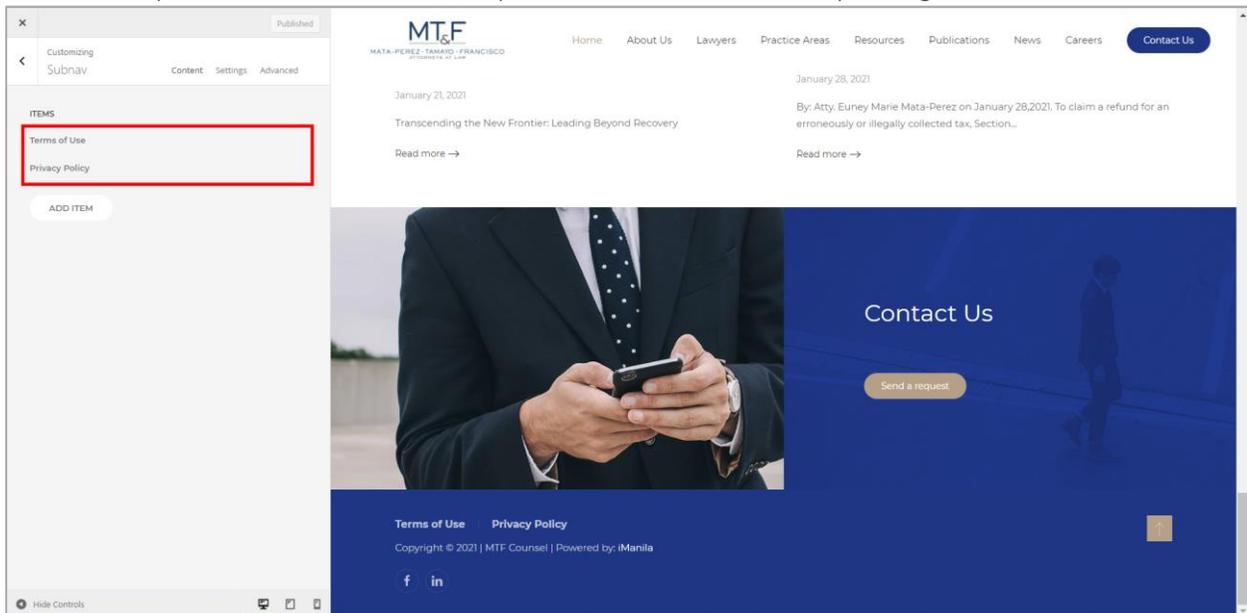
- To add or remove an item in the Main Navigation - Go to **Dashboard > Appearance > Customize > Widgets > Navbar > Navbar contact**



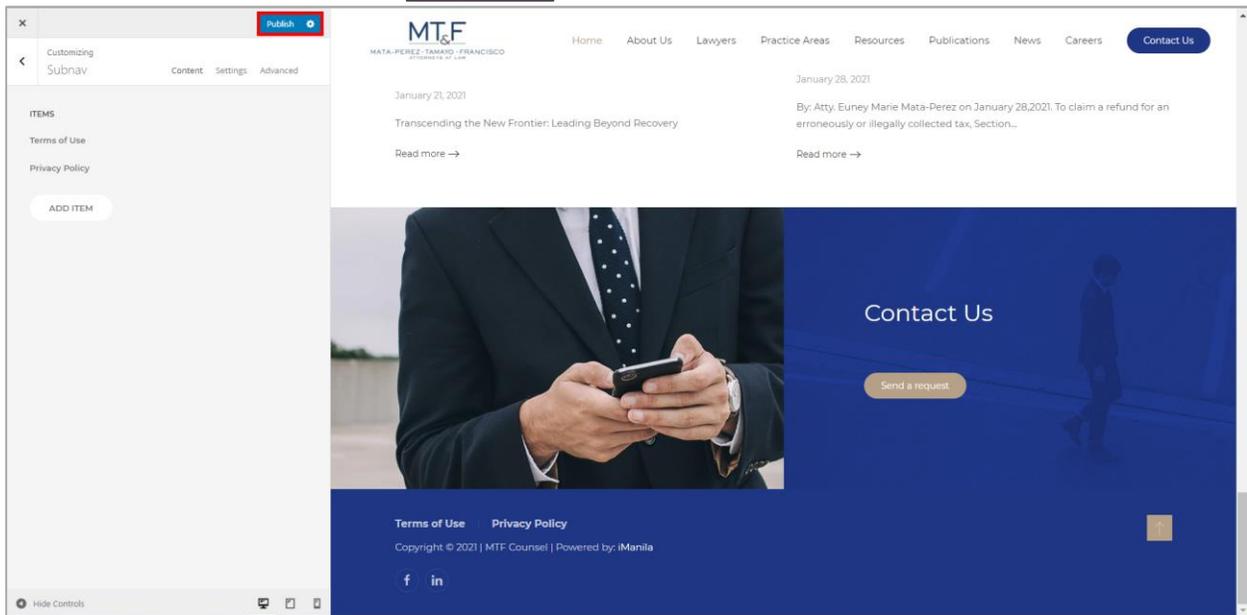
- Alternately, on the right side preview, hover the part you want to edit/modify and click the 



- Edit panel of the element will open. Then do the necessary changes.



- Once done, Then click

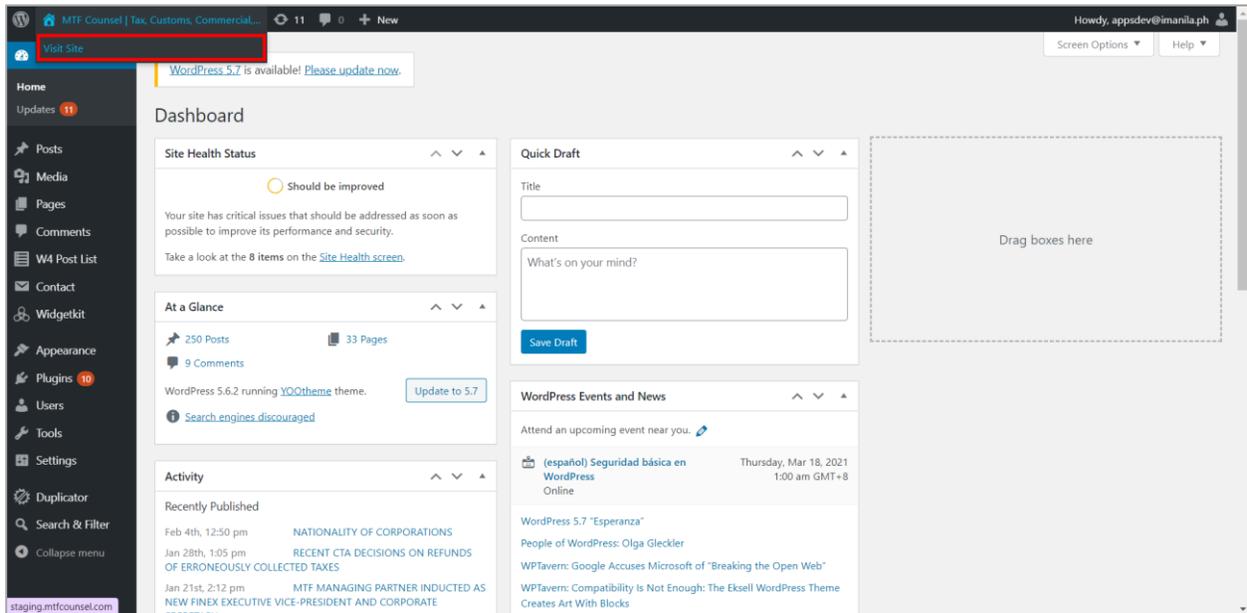


**Note:** Any changes on the Customizer (Footer), the Publish button will appear. If not sure for the changes made just reload/refresh the page.

## Edit Home Page

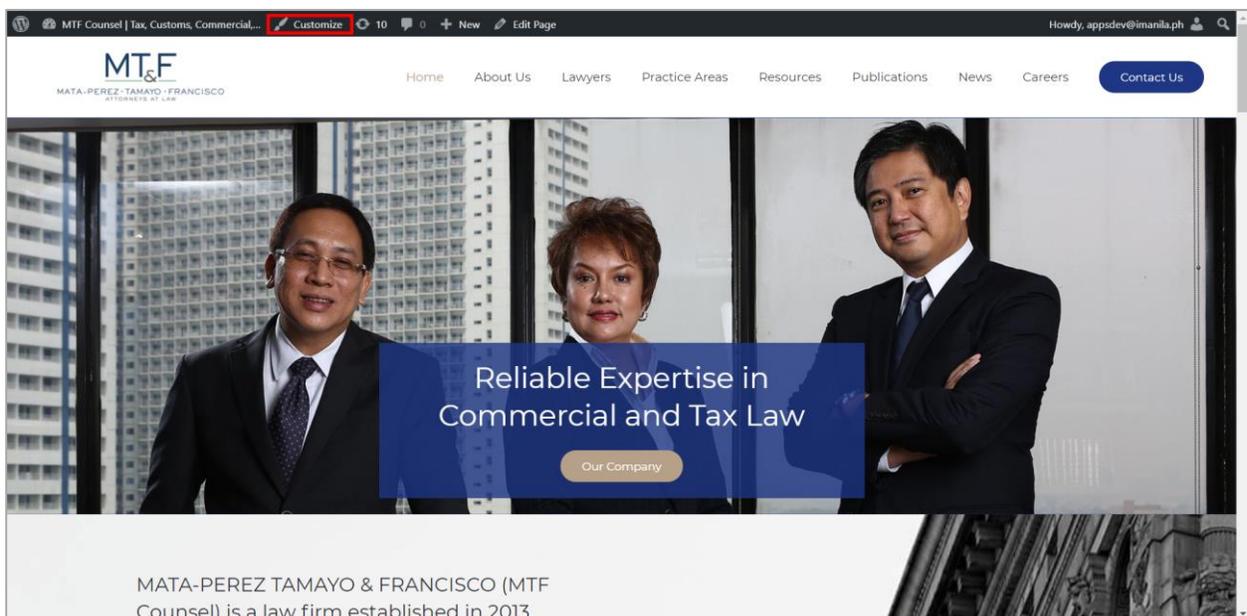
### Visit Site

From the dashboard, On the upper-left corner, on-hover of “MTF Counsel | Tax, Customs, Commercial”, kindly click “Visit Site”.



### Customize

Home page will be displayed. Click **Customize** on the toolbar.



## Builder

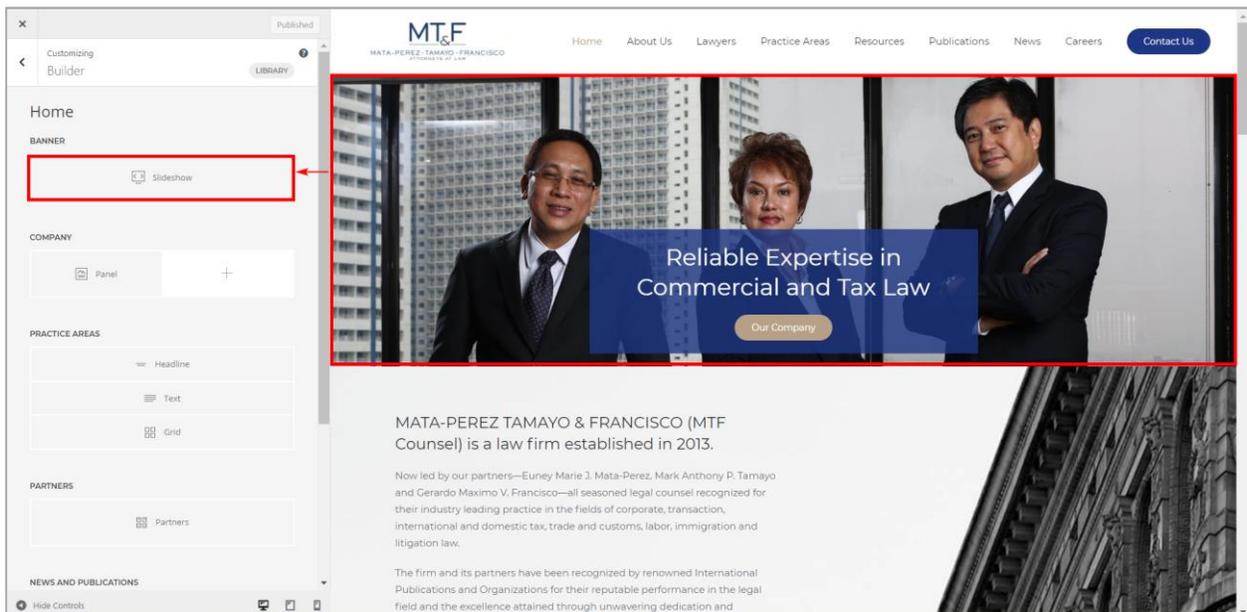
It will redirect to **Customize** Page. On the side panel, click **Builder**.



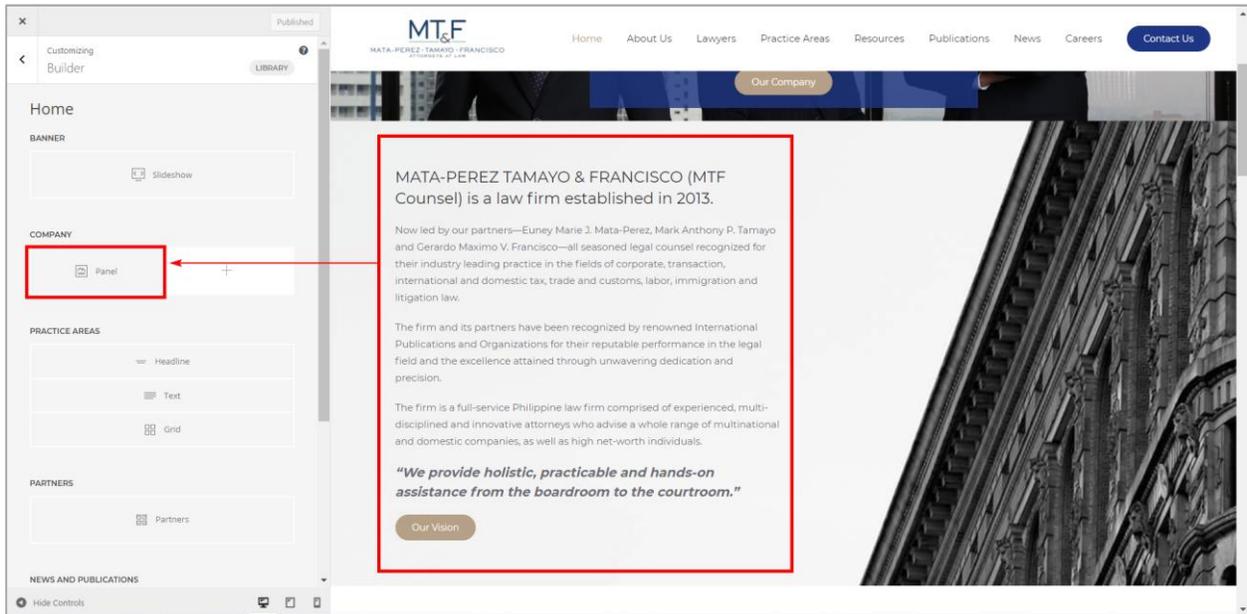
## Customizer (Builder)

**Important Note:** Clicking on an element will open a sub-panel with all style settings available to customize. To identify the elements within your website, just hover an item in the sidebar, and all its representations in the live preview will be highlighted with a blue border. And hovering any content in the live preview will be highlighted the element/s used in this specific part of the website. This gives you a hint as to which element/s to check in order to customize it.

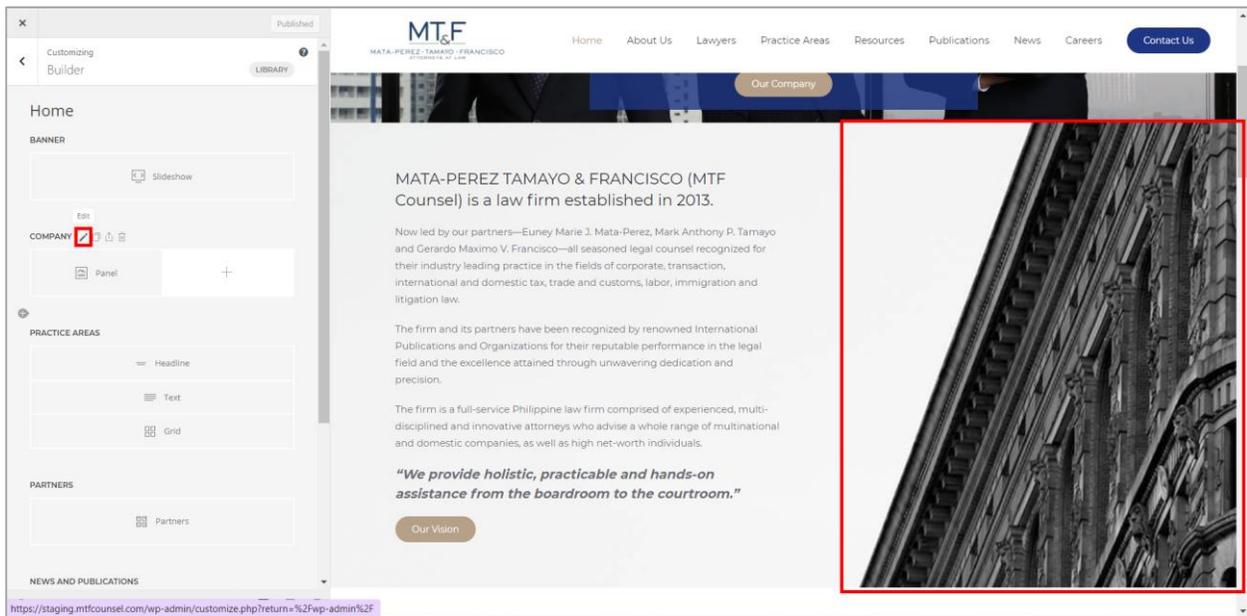
### 1. Home - Banner



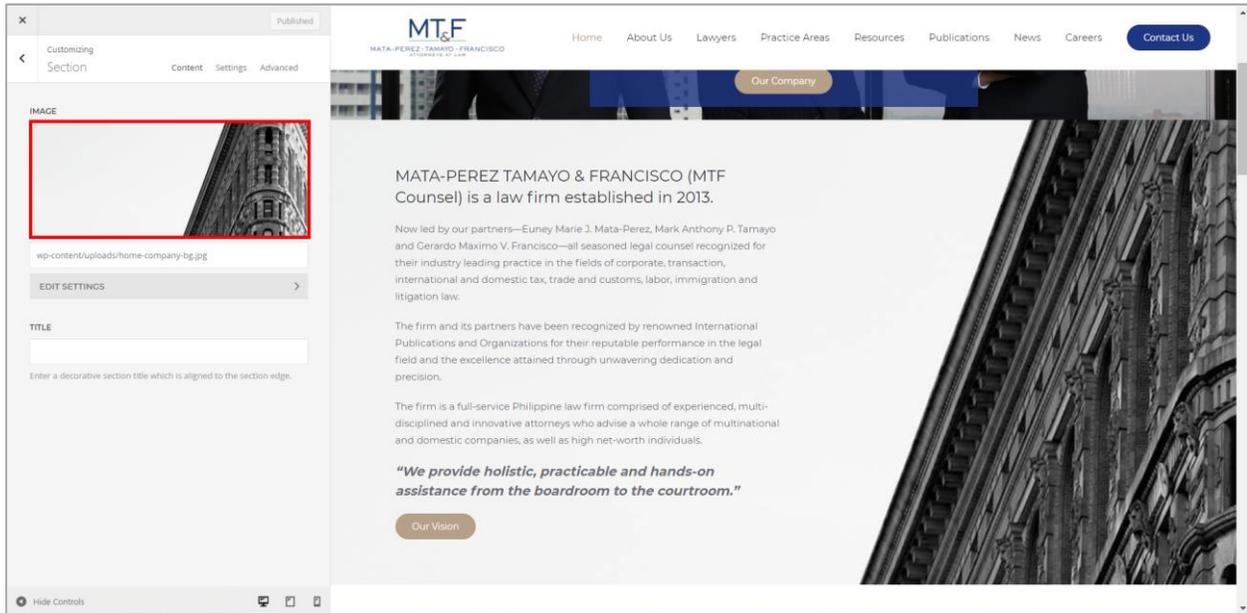
## 2. Mata-Perez Tamayo & Francisco (MTF Counsel) Is A Law Firm Established in 2013.



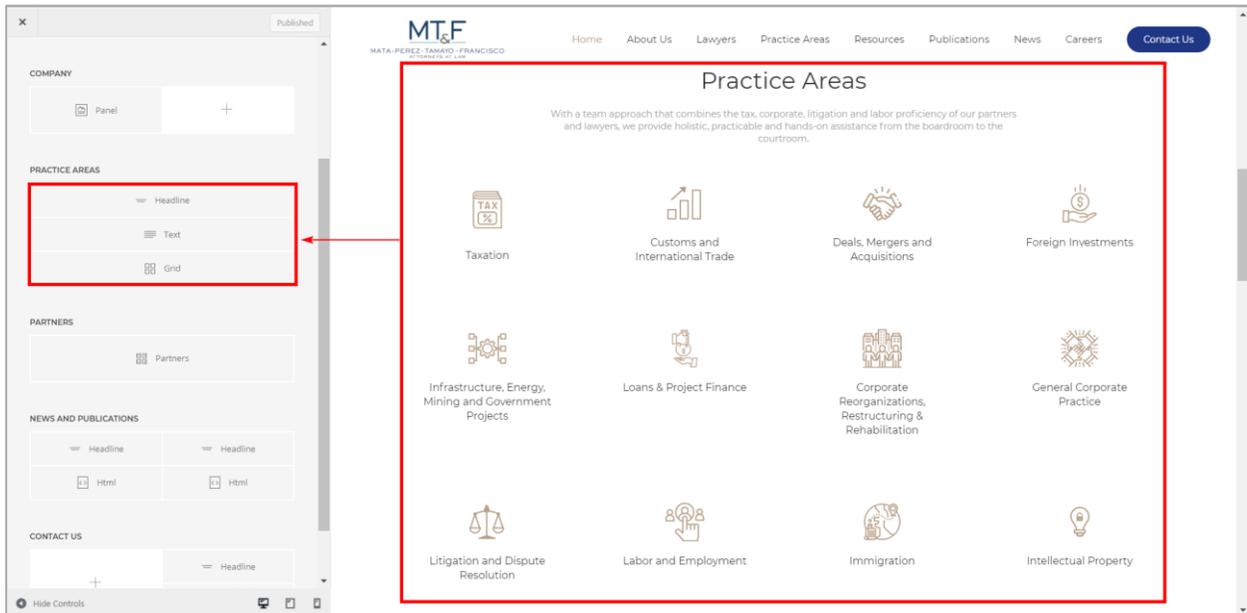
To edit the background image, hover on the upper left of the element then click Edit icon.



Click the image then select an image on the media library.



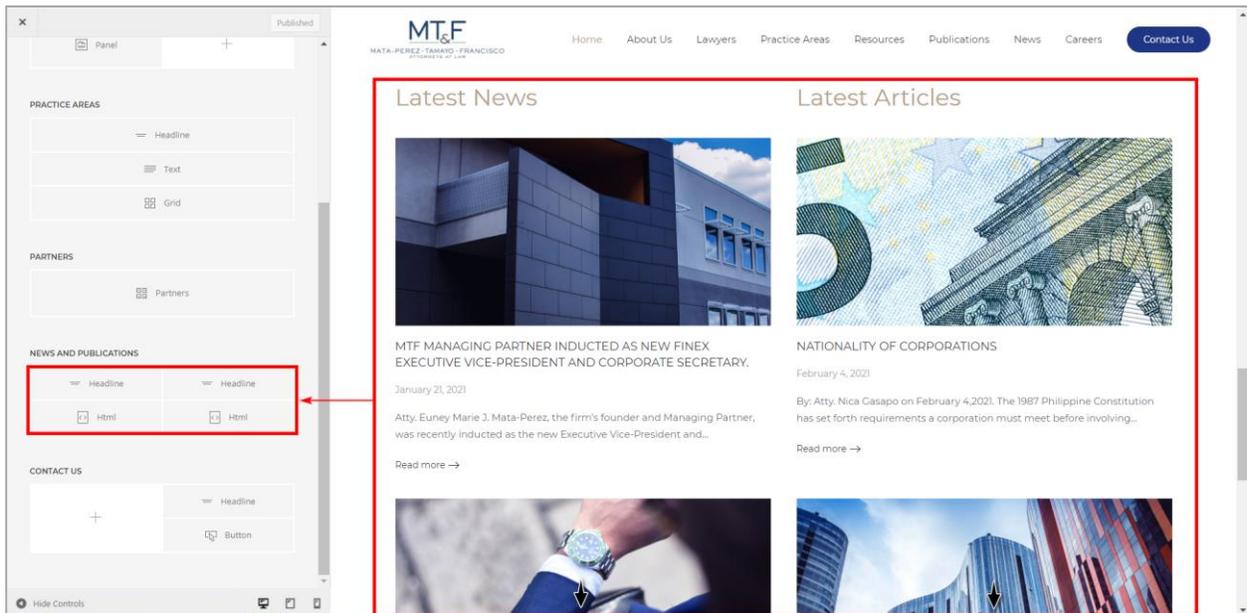
### 3. Practice Areas



## 4. Partners

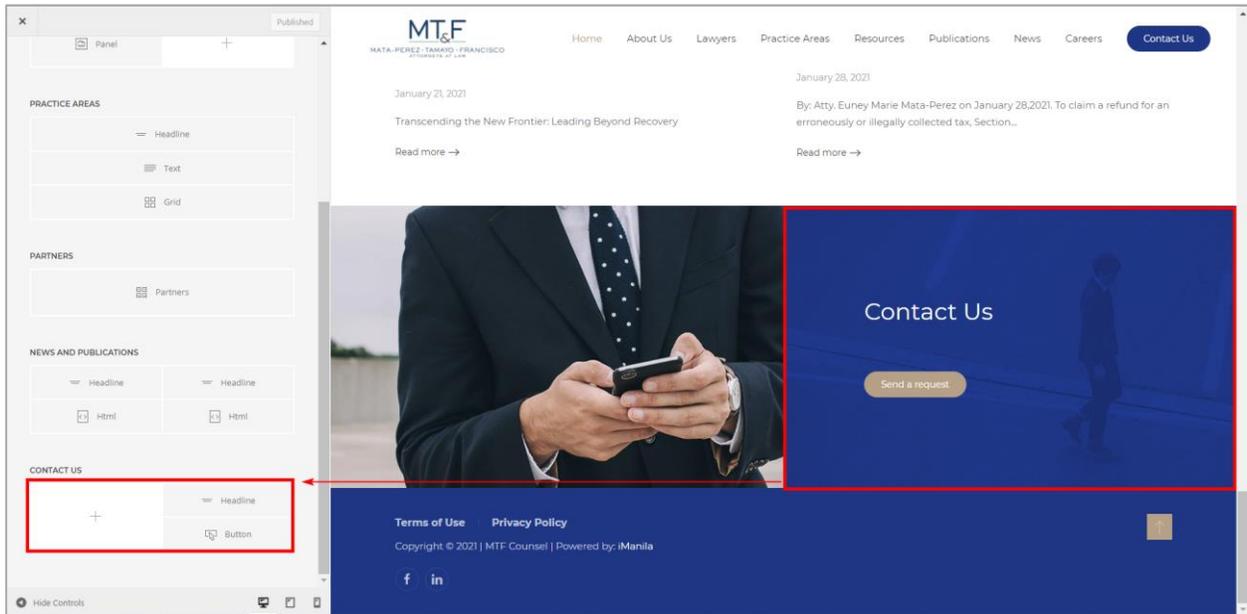


## 5. Latest News | Latest Article

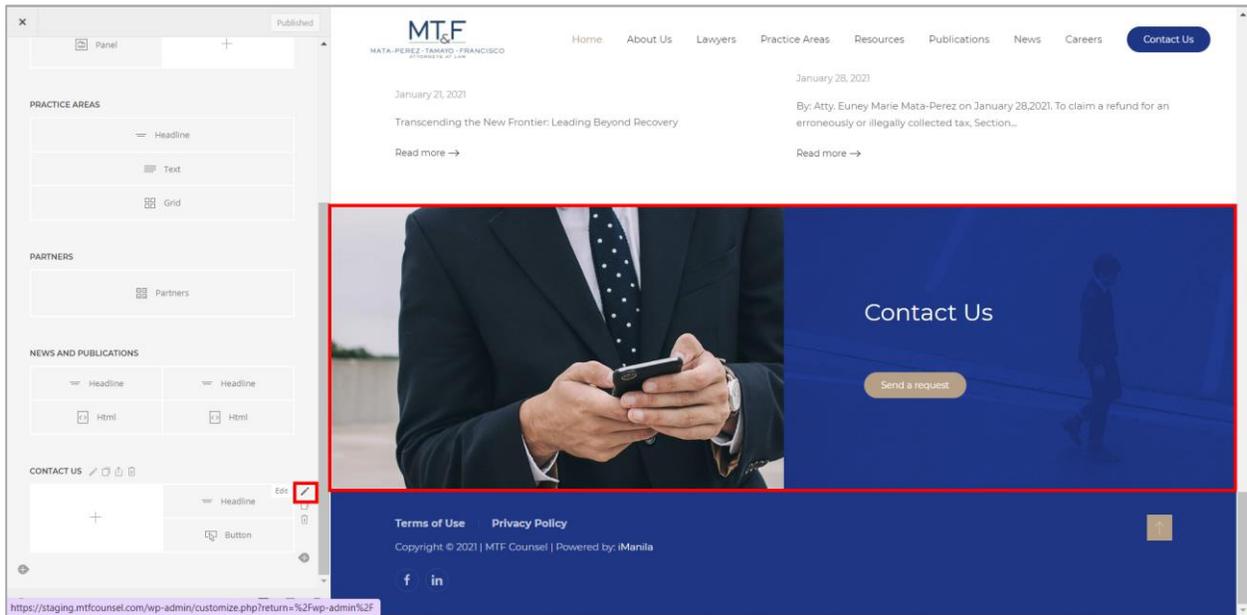


**Note:** To edit blogs/posts go to [Manage blogs](#) page.

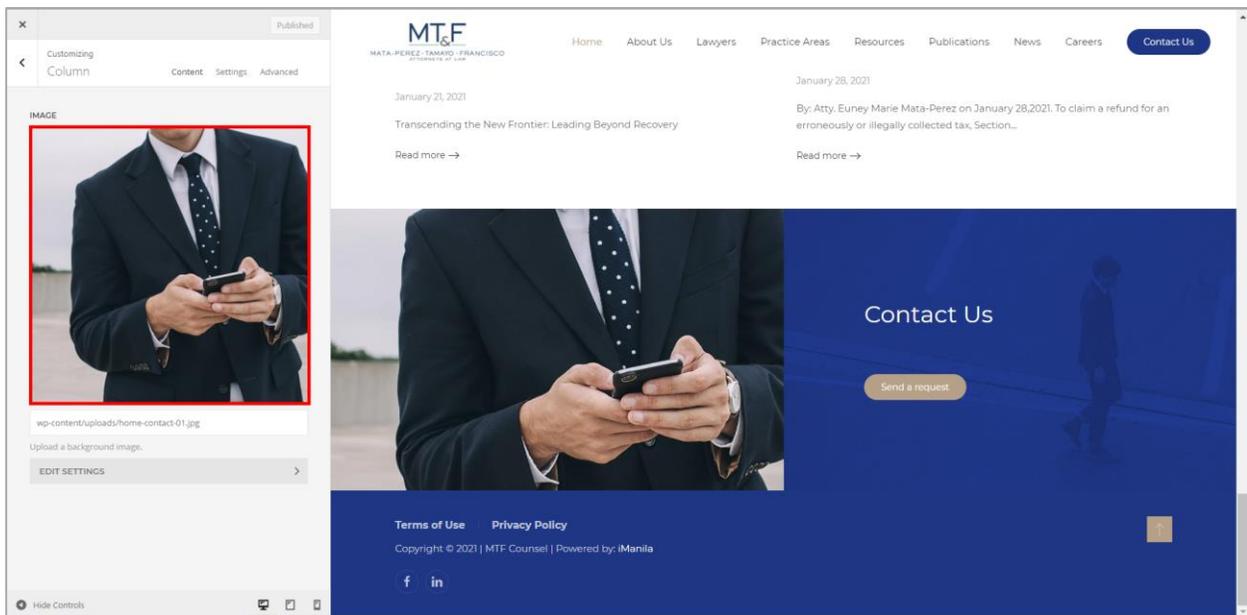
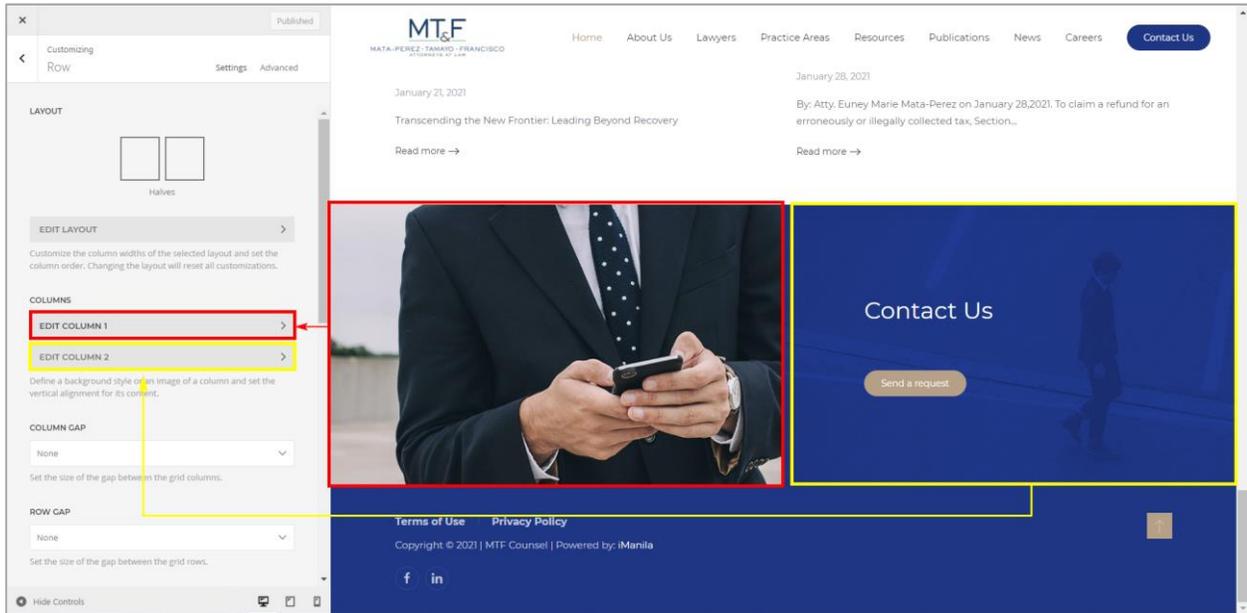
## 6. Contact Us



To edit the background image, hover on the upper right of the element then click Edit icon.



Edit Column 1 for image on the left, Edit Column 2 for image on the right.

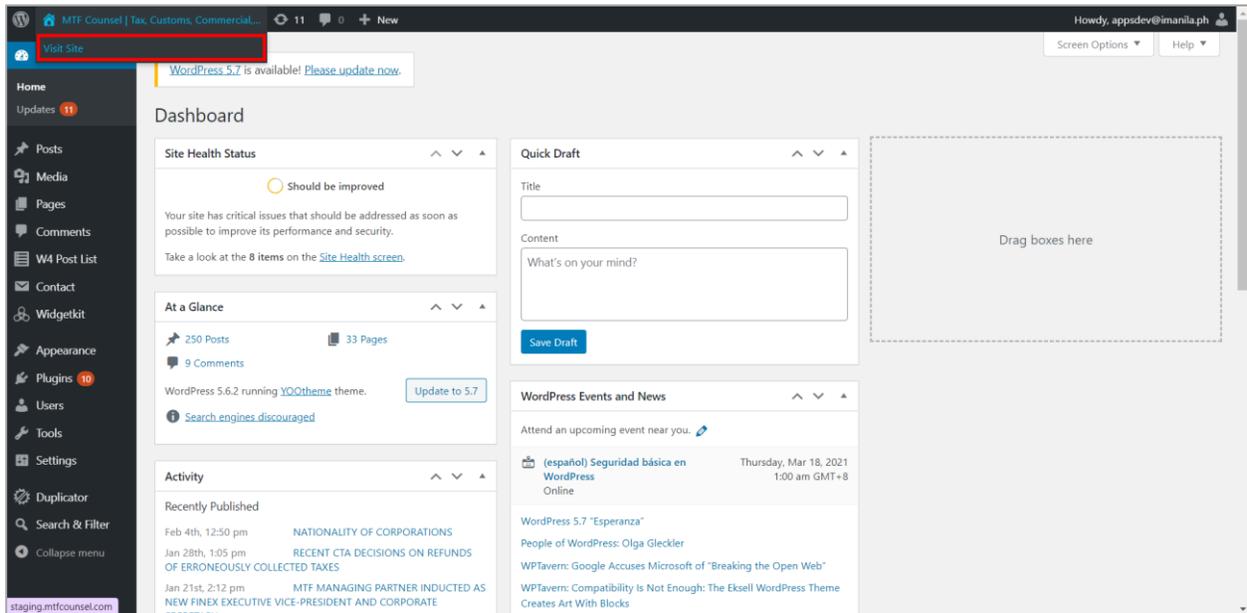


**Note:** Any changes on the Customizer, the Publish button will appear. If not sure for the changes made just reload/refresh the page.

## Edit About Us Page

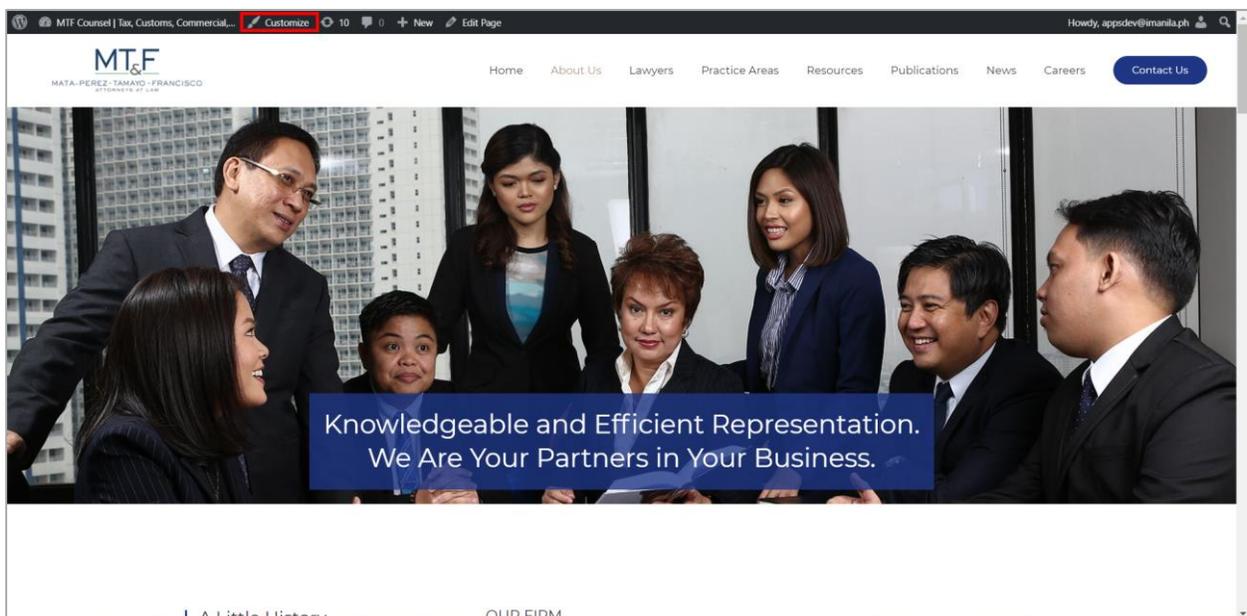
### Visit Site

From the dashboard, On the upper-left corner, on-hover of “MTF Counsel | Tax, Customs, Commercial”, kindly click “Visit Site”. Then click “About Us” link.



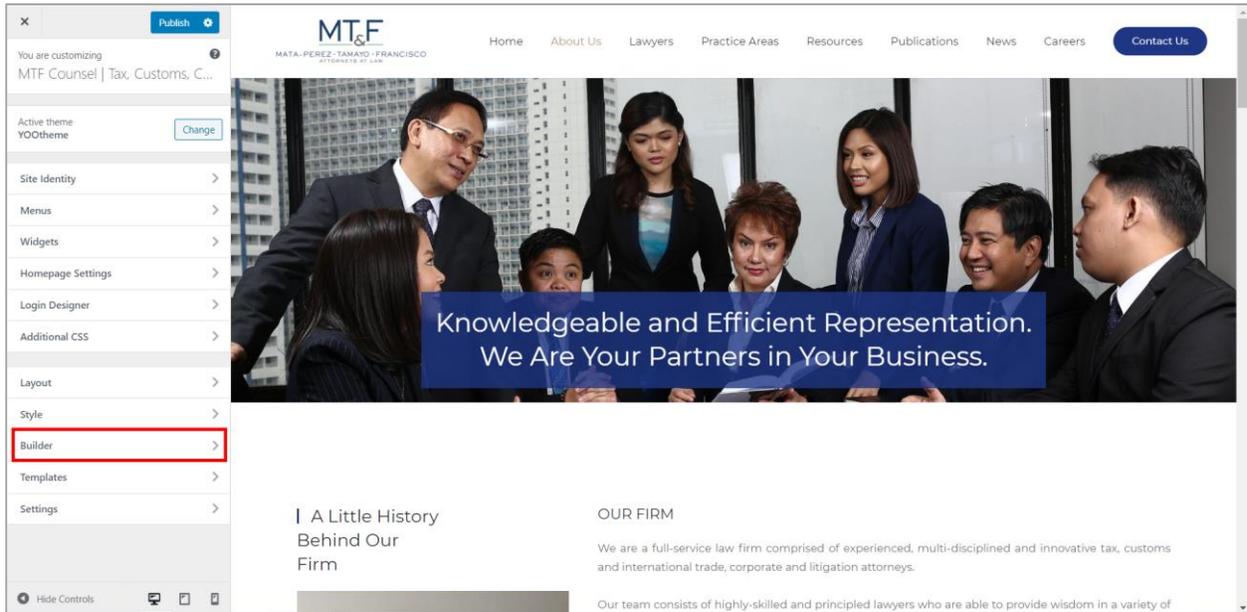
### Customize

About Us page will be displayed. Click Customize on the toolbar.



## Builder

It will redirect to **Customize** Page. On the side panel, click **Builder**.



## Customizer (Builder)

**Important Note:** Clicking on an element will open a sub-panel with all style settings available to customize. To identify the elements within your website, just hover an item in the sidebar, and all its representations in the live preview will be highlighted with a blue border. And hovering any content in the live preview will be highlighted the element/s used in this specific part of the website. This gives you a hint as to which element/s to check in order to customize it.

### 1. About Us – Banner



## 2. A Little History Behind Our Firm

The screenshot shows a website editor interface for the 'About Us' page. The left sidebar contains a 'LIBRARY' of components. A red box highlights the 'Image' component in the library, with an arrow pointing to the image on the live page. The live page features a header with the MTF logo and navigation links. The main content area is titled 'A Little History Behind Our Firm' and includes a photograph of three professionals. Below the photo is a quote: "We do not just make sense of the law; we see creatively beyond the law to craft a proactive, pragmatic and principled approach in every area of our practice" — MTF Counsel. To the right of the photo is a section titled 'OUR FIRM' with three paragraphs of text. The editor interface includes a 'Published' status, a 'Customizing Builder' sidebar, and a 'Hide Controls' button at the bottom.

## 3. Mission | Vision

The screenshot shows a website editor interface for the 'Mission | Vision' page. The left sidebar contains a 'LIBRARY' of components. A red box highlights the 'Overlay' component in the library, with an arrow pointing to the overlay on the live page. The live page features a header with the MTF logo and navigation links. The main content area is divided into two columns: 'OUR MISSION' and 'OUR VISION'. The 'OUR MISSION' section contains three paragraphs of text. The 'OUR VISION' section contains two paragraphs of text. Below these sections is a section titled 'OUR CORE VALUES'. The editor interface includes a 'Published' status, a 'Customizing Builder' sidebar, and a 'Hide Controls' button at the bottom.

## 4. Our Core Values

The image shows a web design tool interface with a sidebar on the left and a main workspace on the right. The sidebar, titled 'ABOUT US', contains various design elements like 'Headline', 'Image', 'Text', and 'Overlay'. A red box highlights a 'Grid' element in the sidebar, with a red arrow pointing to the 'OUR CORE VALUES' section in the workspace. The workspace displays a website header for 'MTF' (MATA-PEREZ-TAMAYO-FRANCISCO ATTORNEYS AT LAW) with a navigation menu and a 'Contact Us' button. The main content area is titled 'OUR CORE VALUES' and features eight value statements arranged in a 2x4 grid. A red box encloses the entire 'OUR CORE VALUES' section. At the bottom, there is a footer for 'Member Organizations' and the 'INTERNATIONAL ITSC' logo.

**OUR CORE VALUES**

<b>Integrity</b> We hold ourselves accountable to the highest professional, moral and ethical standards in the performance of our work.	<b>High Quality and Effectiveness</b> Championing our client's best interest	<b>Client First</b> We believe that the client's best interest should always come first.	<b>Passion and Diligence</b> Staying passionate about our work and putting the highest value in hard work, discipline and diligence
<b>Clarity</b> Ensuring clarity in our work by staying simple, precise and clear in all our communications	<b>Personnel Well-Being</b> Going beyond the work by taking care of our team's financial, physical, emotional and spiritual well-being	<b>Fairness</b> Maintaining equity and fairness between our partners, clients, personnel, contractors, and counterparties	<b>Social Responsibility</b> Staying socially responsible in our work by involving ourselves and supporting causes and advocacies that help others, especially the less fortunate

Member Organizations

**INTERNATIONAL ITSC**  
The International Tax Specialist Group (ITSC) provides high quality, practical, and creative...

## 5. Member Organizations

The screenshot displays a website editor interface for the MTF (MATA-PEREZ, TAKAYO & FRANCISCO ATTORNEYS AT LAW) website. The main content area, titled "Member Organizations", lists ten professional associations. A red box highlights this section, and a red arrow points from the "Table" widget in the left sidebar to the "Member Organizations" header.

**Member Organizations**

- The International Tax Specialist Group (ITSG)**  
The International Tax Specialist Group (ITSG) provides high quality, practical, and creative international tax advice on a worldwide basis. Each ITSG member is highly experienced in international tax planning and is recognized as such by his or her peers. Members join the group "by invitation" after working successfully with other members.
- Financial Executives Institute of the Philippines (FINEX)**  
*Euney Marie Mata-Perez was recently elected as the EVP.*  
Financial Executives Institute of the Philippines (FINEX) is a non-stock, non-profit, non-political professional association formally organized on January 15, 1968 with the goal to which aims to be the leading national organization of finance professionals and practitioners dedicated to the advancement of financial knowledge and expertise.
- The Asia Oceania Tax Consultants' Association (AOTCA)**  
*Euney Marie Mata-Perez is the current President.*  
The Asia Oceania Tax Consultants' Association (AOTCA) is an umbrella organization with the purpose to bring together all tax advisers' organizations of all Asia and Oceanic states and to safeguard the professional interests of tax advisers and to assure the quality of tax services provided to the public.
- The Tax Management Association of the Philippines, Inc. (TMAP)**  
*Euney Marie Mata-Perez was a former President of TMAP.*  
The Tax Management Association of the Philippines, Inc. (TMAP) is a non-stock corporation founded on October 22, 1981 established primarily to professionalize tax practice and provide a channel by which the private sector may actively participate in the drafting of tax laws, rules and regulations.
- The Semiconductor and Electronics Industries in the Philippines Foundation, Inc. (SEIPI)**  
The Semiconductor and Electronics Industries in the Philippines Foundation, Inc. or SEIPI is the largest organization of foreign and Filipino electronics companies in the Philippines and through its vision and dedication of its members, aims to make the Philippines a globally competitive business environment for semiconductor and electronics technologies.
- European Chamber of Commerce of the Philippines (ECCP)**  
The ECCP is a bilateral foreign chamber that promotes European interests in the Philippines and vice versa. With nearly 800 members, the ECCP offers a strong business network that holds great potential in translating to tangible business opportunities. It is a unique organization that offers membership as well as professional business services to members and clients.
- Shareholders' Association of the Philippines Inc. (SharePHIL)**  
Shareholders' Association of the Philippines Inc. (SharePHIL) aims to serve as a catalyst to a more dynamic and sustainable capital market through investor education and advocating for the protection of shareholders' rights and promoting shareholder activism in a positive way. The creation of SharePHIL completes the institutional governance infrastructure required to promote capital market development and ensures the creation of a level playing field among shareholders, consistent with best practices in other developed economies.
- Management Association of the Philippines (MAP)**  
With promoting management excellence for nation-building as its main objective, the MAP is 68-years-old management organization whose over 1,000 members represent a cross-section of CEOs, COOs and the other top management practitioners from the largest local and multinational companies operating in the Philippines. MAP also counts some top management educators and government officials as its members. Please view the MAP video via youtube channel and Subscribe
- The Institute of Corporate Directors (ICD)**  
The Institute of Corporate Directors (ICD) is a non-stock, not-for-profit organization dedicated to the professionalization of Philippine corporate directorship by raising the level of corporate governance policy and practice to world-class standards.
- Guild of Real Estate Entrepreneurs and Professionals (GREENPRO)**  
Guild Real Estate Entrepreneurs and Professionals (GREENPRO) is an exclusive membership guild for executives in the real estate industry of the Philippines

## 6. Awards and Recognitions | representative Clients

The screenshot displays a website editor interface for the 'Awards and Recognitions' and 'Representative Clients' sections. The editor on the left shows various widgets such as Headline, Image, Text, Overlay, Grid, and Table. Red boxes highlight the 'Awards and Recognitions' section and the 'Representative Clients' list, with arrows pointing to the corresponding widgets in the editor.

**Awards and Recognitions**

**Firm**

- EXPERTGUIDES  
Expert Guides
- WORLD TAX  
World Tax

**REPRESENTATIVE CLIENTS**

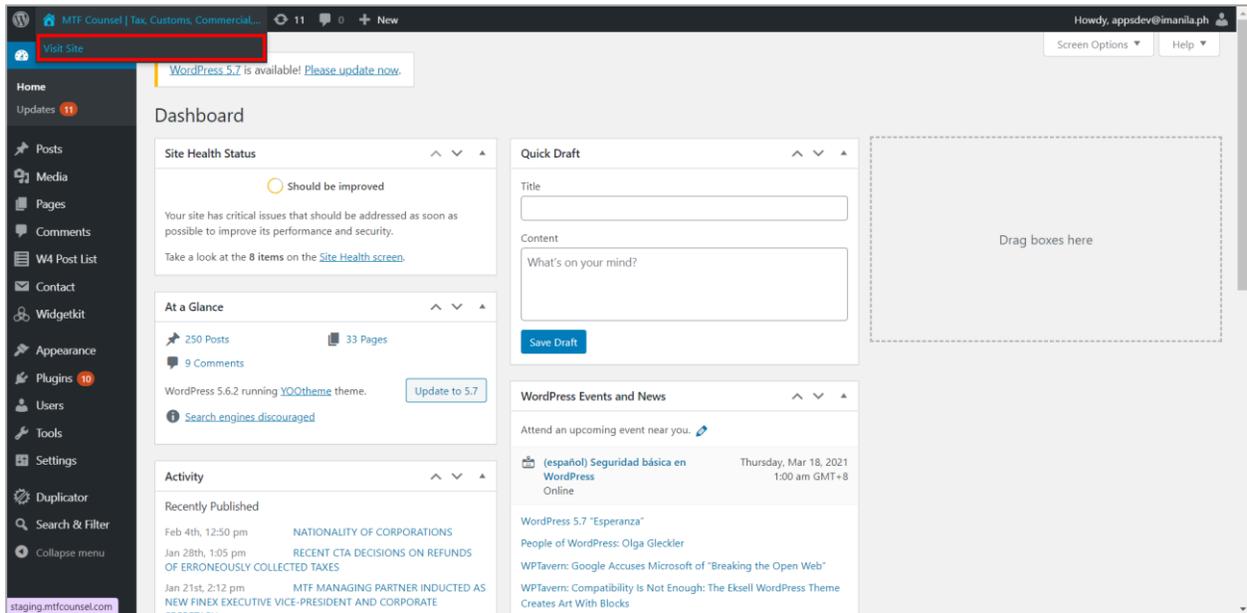
- Aboitiz Power Corporation
- AC Automotive Business Services, Inc.
- AC Energy Philippines, Inc.
- Casas + Architects, Inc.
- Cemco Holdings, Inc.
- Canon Philippines, Inc.
- Casas + Architects, Inc.
- Concepcion Industries, Inc.
- Crescent Point
- Davao City Foods Industries, Inc.
- Drugmaker's Laboratories, Inc.
- Emerging Power, Inc.
- FEATI University, Inc.
- Food Panda (Philippines), Inc.
- Fortman Cline Capital Market Philippines, Inc.
- Friendly Care Foundation, Inc.
- Global Business Power Corporation
- Hedcor, Inc.
- Holcim East Asia Business Service Centre B.V. - Philippine ROHQ
- Holcim Mining and Development Corporation
- Holcim Philippines, Inc.
- Holcim Philippines Manufacturing Corporation
- International Specialty Concepts, Inc.
- Israel Weapon Industries (IWI)
- Israel Shipyards, Ltd.
- Jobin-SQM, Inc.
- John Hancock Insurance
- KTM Asia Motorcycle Manufacturing, Inc.
- Lafarge Holdings (Philippines), Inc.
- LafargeHolcim Aggregates, Inc.
- Lapanday Foods Corporation
- Levi Strauss (Phil.) Inc.
- Luzon Hydro Corporation
- Malvar Enerzone Corporation
- Marubeni Corporation
- MBC Capital, Inc.
- A. McDermott Holdings Inc.
- Manila Exposition Complex, Inc.
- Nestle Philippines, Inc.
- Nickel Asia Corporation
- Phinma Corporation
- PIC Asia pacific Sdn Bhd. - Philippine Branch
- Gold Processing & Refining Corp.
- PowerSource Group Development Corporation
- PowerSource Energy Holdings Corporation
- Pueblo de Oro Development Corporation
- Republic Cement & Building Materials, Inc.
- Republic Cement Iligan, Inc.
- Republic Cement Mindanao, Inc.
- RFM Corporation
- Shipstek Solution Corporation (XLOG)
- Timeless Green, Inc.
- Union Cement Holdings Corporation
- Vertical Space Interiors, Inc.
- Victoria L. Araneta Properties, Inc.

**Note:** Any changes on the **Customizer**, the **Publish** button will appear. If not sure for the changes made just reload/refresh the page.

## Edit Lawyers: Partners Page

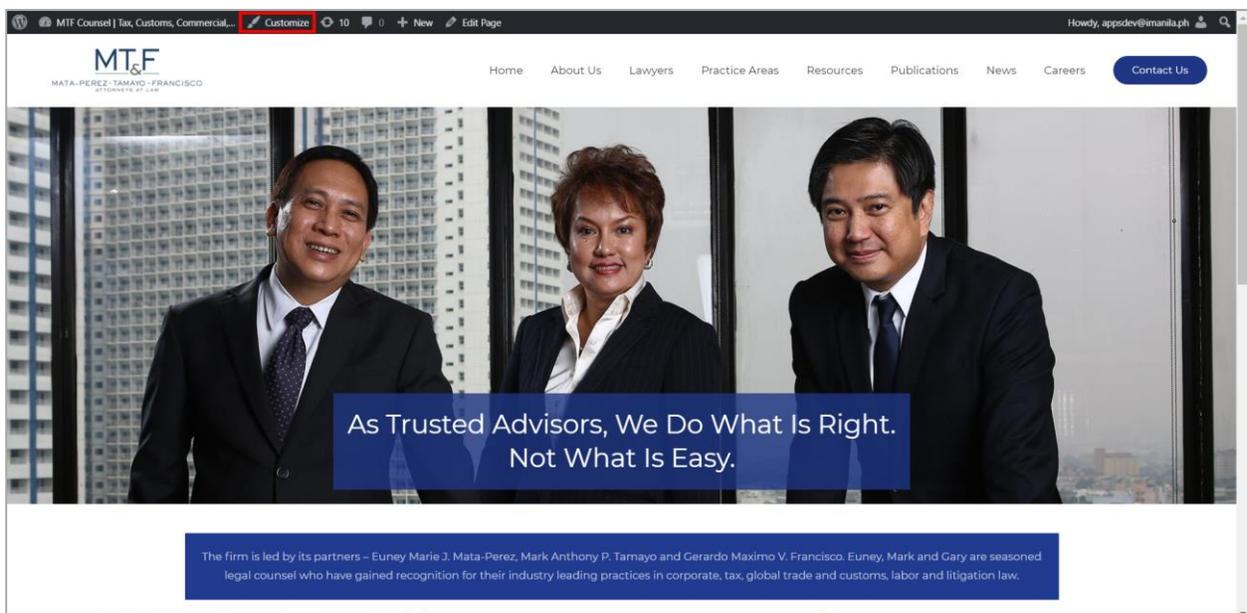
### Visit Site

From the dashboard, On the upper-left corner, on-hover of “MTF Counsel | Tax, Customs, Commercial”, kindly click “Visit Site”. Then hover “Lawyers” link and click “Partners” link.



### Customize

Partners page will be displayed. Click **Customize** on the toolbar.



## Builder

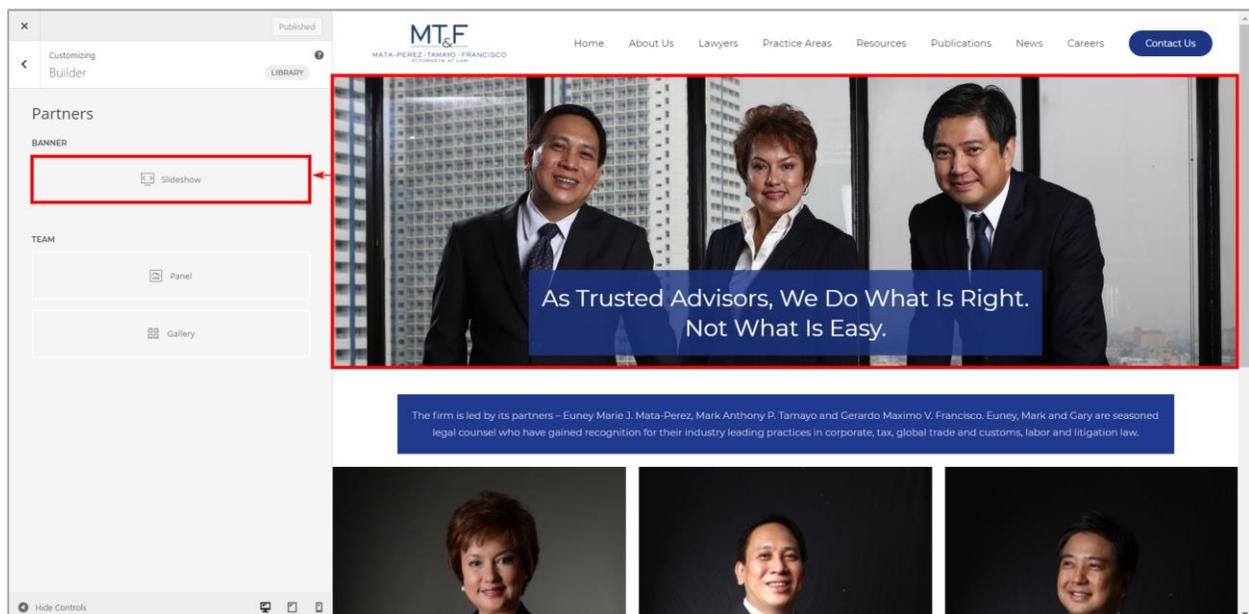
It will redirect to **Customize** Page. On the side panel, click **Builder**.



## Customizer (Builder)

**Important Note:** Clicking on an element will open a sub-panel with all style settings available to customize. To identify the elements within your website, just hover an item in the sidebar, and all its representations in the live preview will be highlighted with a blue border. And hovering any content in the live preview will be highlighted the element/s used in this specific part of the website. This gives you a hint as to which element/s to check in order to customize it.

### 1. Partners - Banner



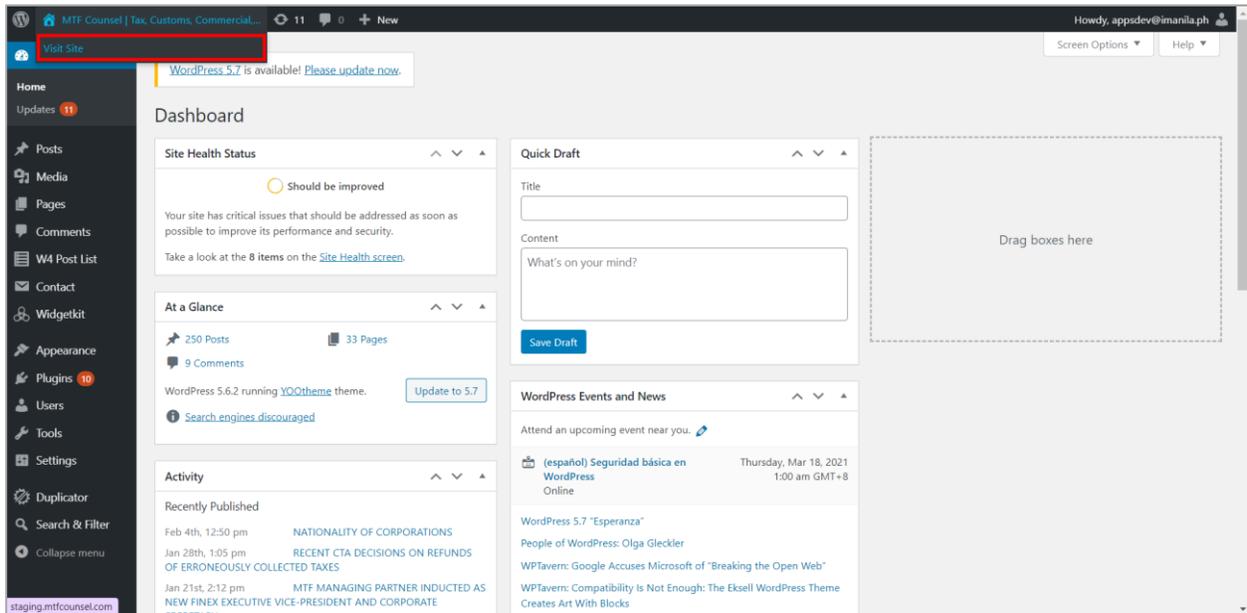
## 2. Partners - Content

The screenshot shows a website builder interface for a page titled "Partners". The interface is divided into a left sidebar and a main preview area. The sidebar includes a "Published" status indicator, a "Customizing Builder" header, and a "LIBRARY" button. Under the "Partners" heading, there are two sections: "BANNER" with a "Slideshow" option, and "TEAM" with "Panel" and "Gallery" options. The "Panel" option is highlighted with a red box. The main preview area shows the live view of the page, which includes the MTF logo (MATA-PEREZ-TAMAYO-FRANCISCO ATTORNEYS AT LAW), a navigation menu (Home, About Us, Lawyers, Practice Areas, Resources, Publications, News, Careers), and a "Contact Us" button. The main content features a blue banner with text: "The firm is led by its partners – Euneey Marie J. Mata-Perez, Mark Anthony P. Tamayo and Gerardo Maximo V. Francisco. Euneey, Mark and Gary are seasoned legal counsel who have gained recognition for their industry leading practices in corporate, tax, global trade and customs, labor and litigation law." Below the banner are three portrait photos of the partners: a woman on the left and two men on the right.

## Edit Practice Areas Page

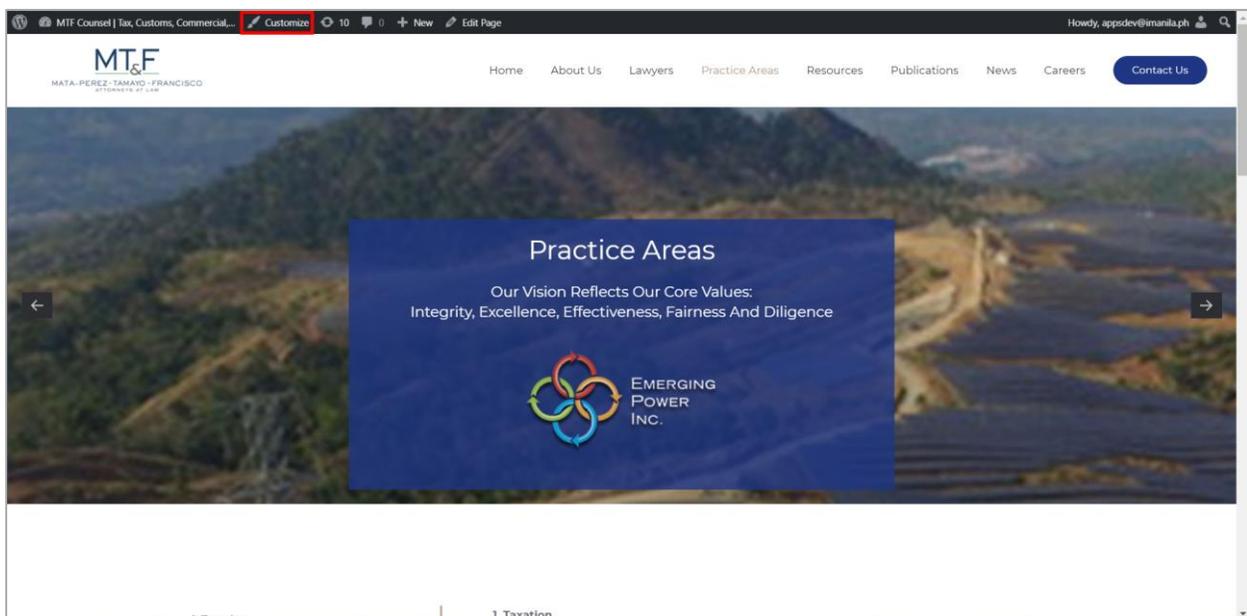
### Visit Site

From the dashboard, On the upper-left corner, on-hover of “MTF Counsel | Tax, Customs, Commercial”, kindly click “Visit Site”. Then click “Practice Areas” link.



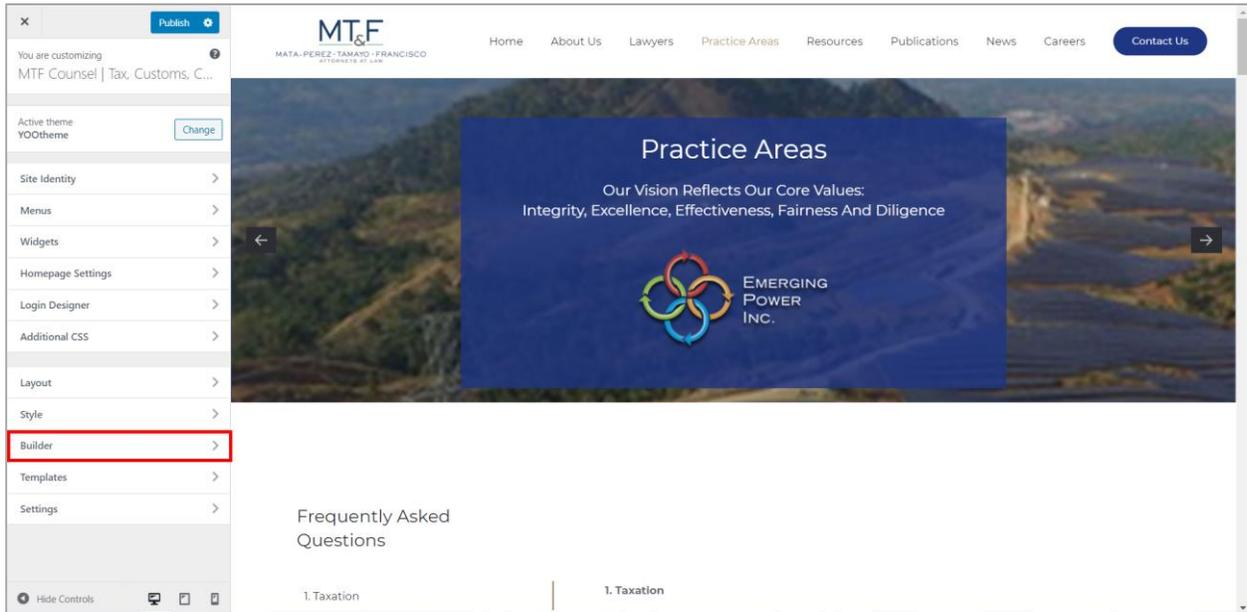
### Customize

Practice Areas page will be displayed. Click Customize on the toolbar.



## Builder

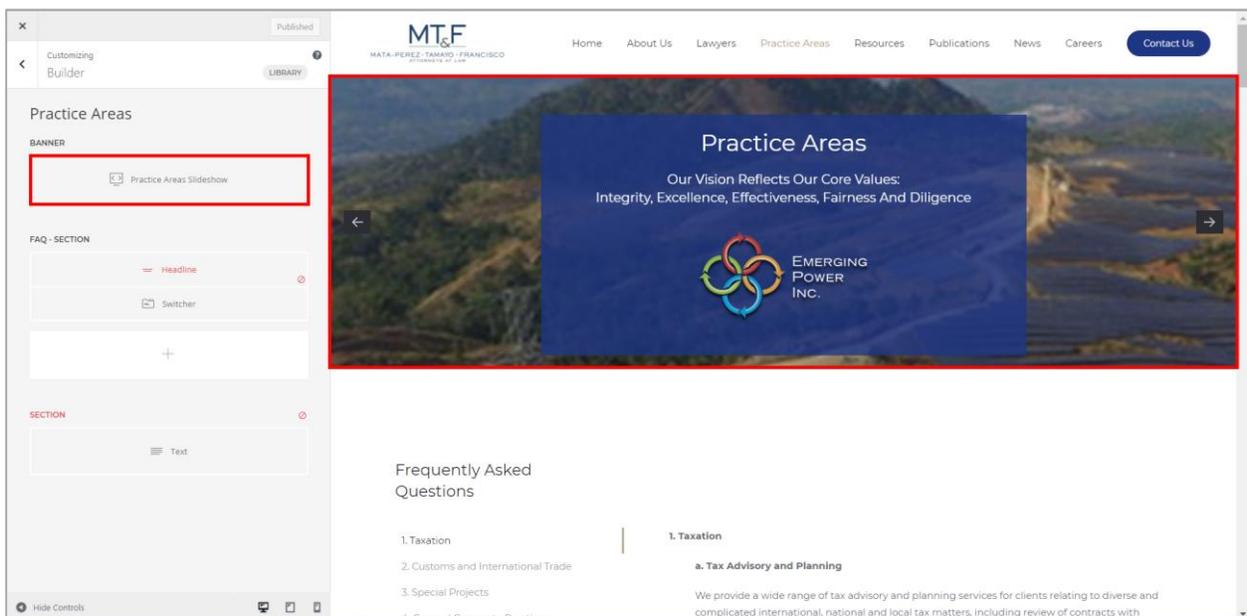
It will redirect to **Customize** Page. On the side panel, click **Builder**.



## Customizer (Builder)

**Important Note:** Clicking on an element will open a sub-panel with all style settings available to customize. To identify the elements within your website, just hover an item in the sidebar, and all its representations in the live preview will be highlighted with a blue border. And hovering any content in the live preview will be highlighted the element/s used in this specific part of the website. This gives you a hint as to which element/s to check in order to customize it.

### 1. Practice Areas - Banner



## 2. Taxation - Switcher

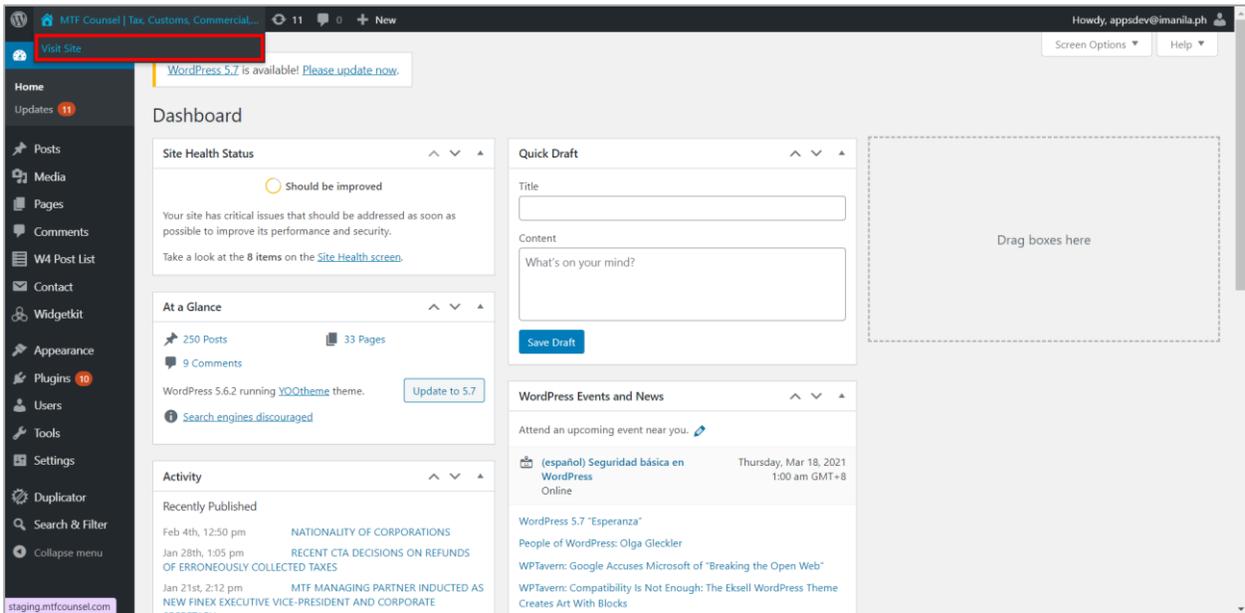
The screenshot displays the 'Customizing Builder' interface for the MTF website. On the left, the 'Practice Areas' sidebar is visible, containing sections for 'BANNER', 'FAQ - SECTION', and 'SECTION'. The 'Switcher' widget is highlighted with a red box in the 'FAQ - SECTION'. A red arrow points from this box to the main content area on the right, which shows the '1. Taxation' page. The main content area is also outlined with a red border. The '1. Taxation' page lists various sub-topics, including 'a. Tax Advisory and Planning', 'b. Tax Incentives', 'c. Estate and Wealth Planning: Property Transfers', 'd. Tax Advocacy and Controversy', 'e. Rulings, Tax Treaty Reliefs and Tax Clearances', 'f. Tax Litigation, Judicial Protests and Appeals', 'g. Tax Compliance Review', 'h. Tax Due Diligence Review', 'i. Transfer Pricing', 'j. Tax Returns Preparation', and 'k. Tax Seminars'. Each sub-topic includes a brief description of the services provided.

**Note:** Any changes on the Customizer, the Publish button will appear. If not sure for the changes made just reload/refresh the page.

## Edit Resources Page

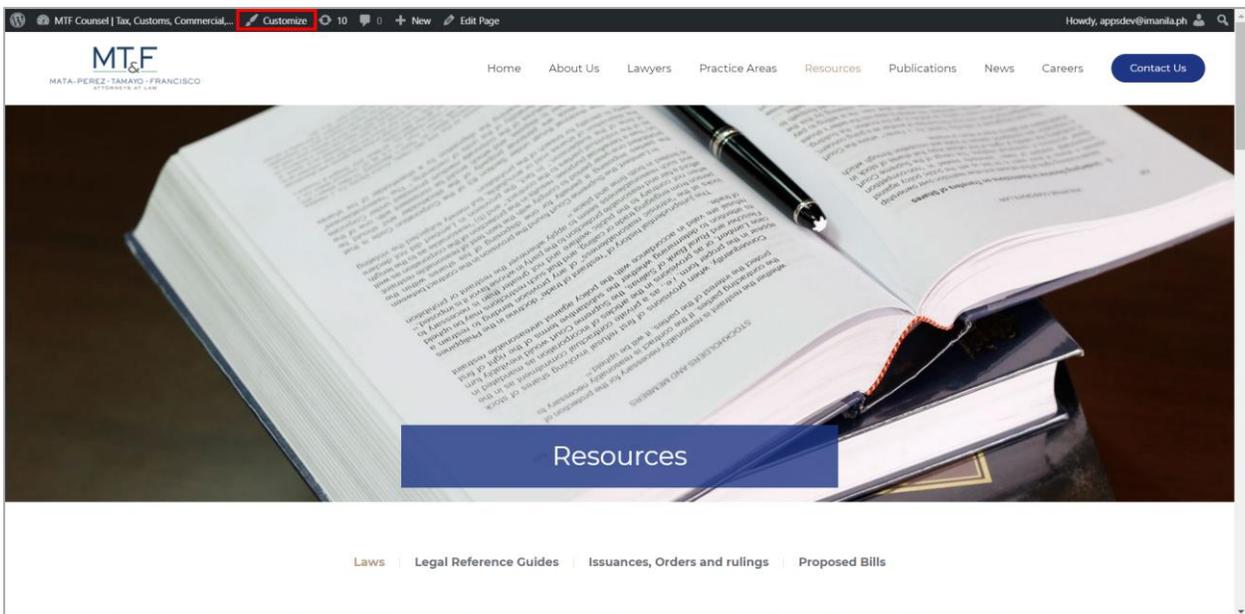
### Visit Site

From the dashboard, On the upper-left corner, on-hover of “MTF Counsel | Tax, Customs, Commercial”, kindly click “Visit Site”. Then click “Resources” link.



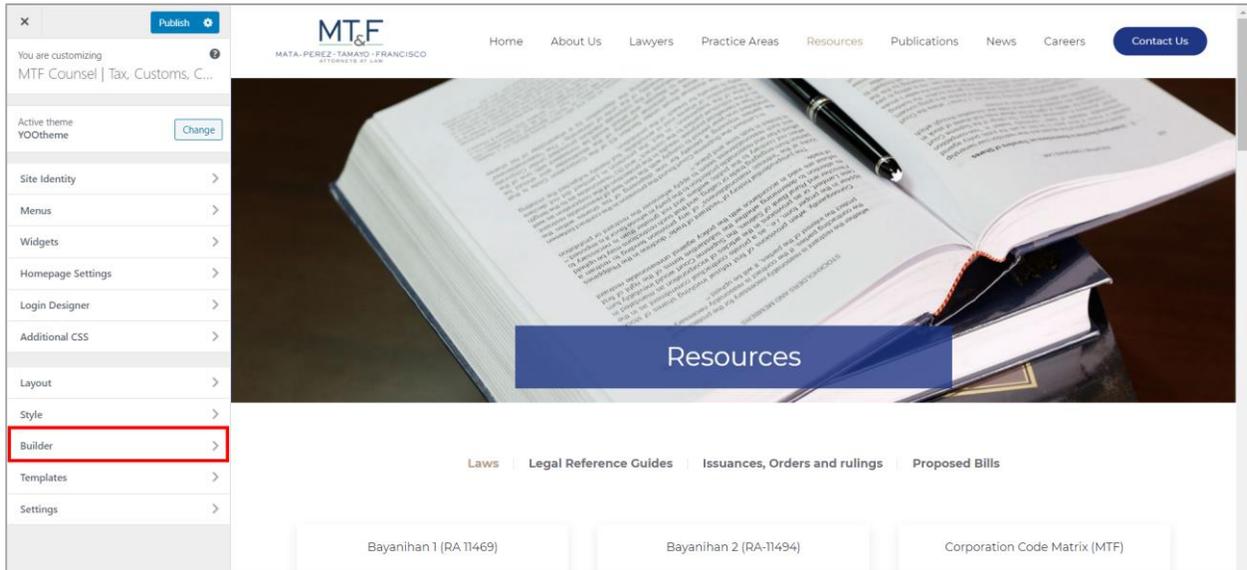
### Customize

Resources page will be displayed. Click Customize on the toolbar.



## Builder

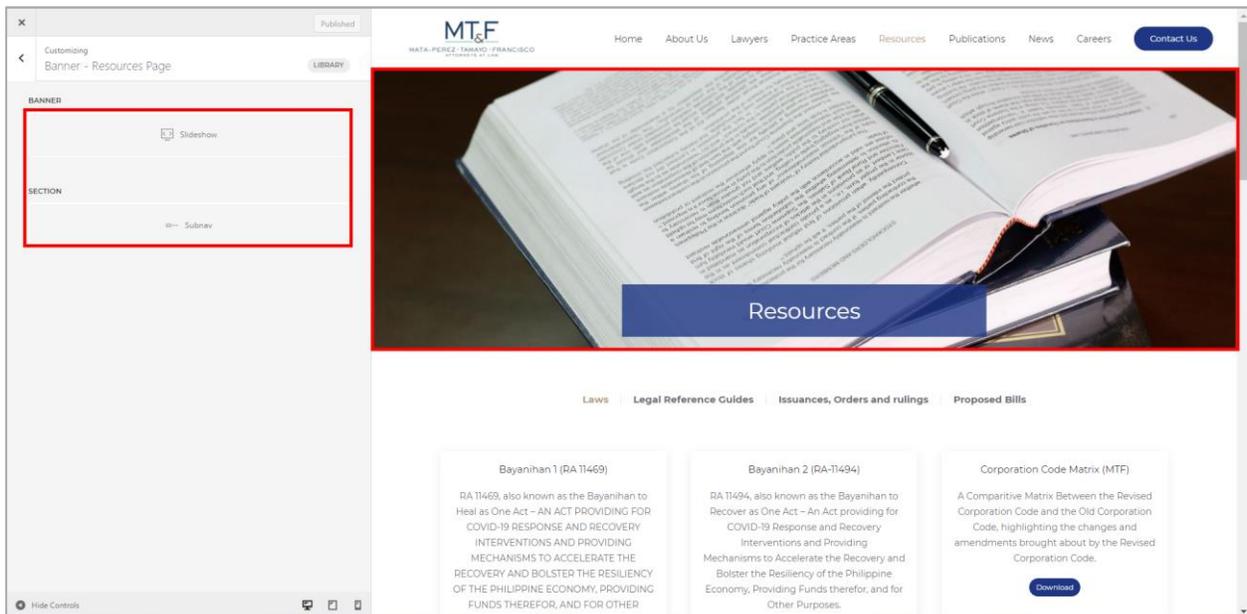
It will redirect to **Customize** Page. On the side panel, click **Builder**.



## Customizer (Builder)

**Important Note:** Clicking on an element will open a sub-panel with all style settings available to customize. To identify the elements within your website, just hover an item in the sidebar, and all its representations in the live preview will be highlighted with a blue border. And hovering any content in the live preview will be highlighted the element/s used in this specific part of the website. This gives you a hint as to which element/s to check in order to customize it.

### 1. Resources - Banner



**Note:** To edit Resources Banner, from **Dashboard > Appearance > Customize > Widgets > Top > Builder: Banner Resources page > Open Builder**

## 2. Resources - Content

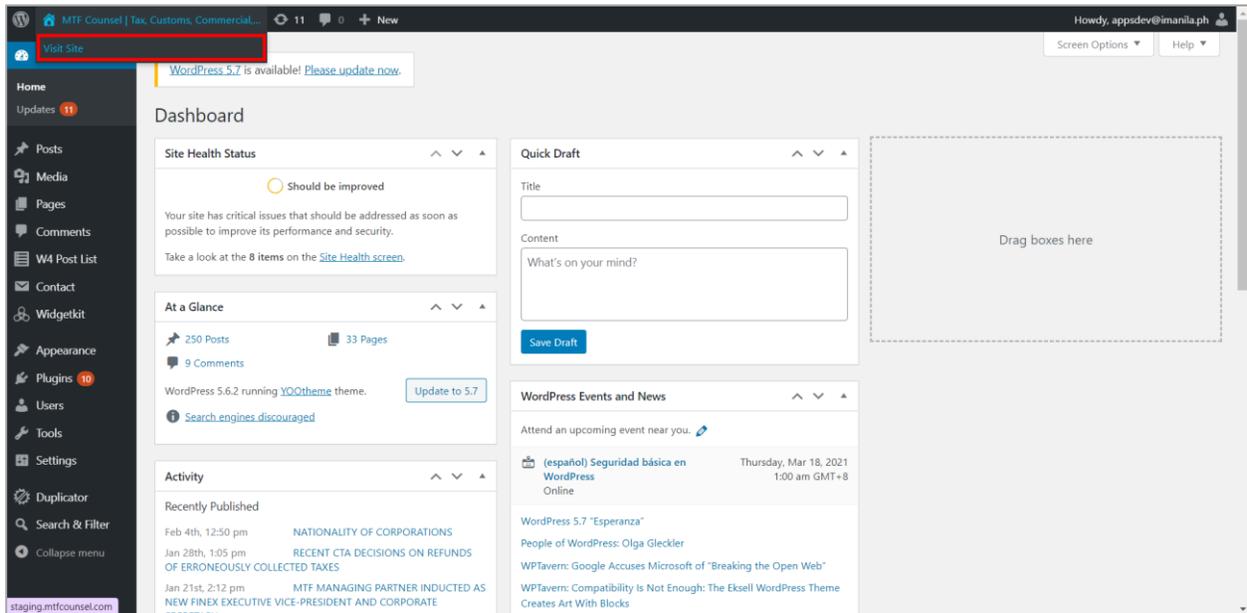
The screenshot shows the MTF website's 'Laws' section. The left sidebar contains a 'Laws' section with a 'SECTION' dropdown and a 'Grid' view selector highlighted by a red box. The main content area displays a grid of 13 law cards, each with a title, a brief description, and a 'Download' button. The cards are arranged in a 4x3 grid, with the last cell empty.

Law Title	Description	Action
Bayanihan 1 (RA 11469)	RA 11469, also known as the Bayanihan to Heal as One Act – AN ACT PROVIDING FOR COVID-19 RESPONSE AND RECOVERY INTERVENTIONS AND PROVIDING MECHANISMS TO ACCELERATE THE RECOVERY AND BOLSTER THE RESILIENCY OF THE PHILIPPINE ECONOMY, PROVIDING FUNDS THEREFOR, AND FOR OTHER PURPOSES	Download
Bayanihan 2 (RA-11494)	RA 11494, also known as the Bayanihan to Recover as One Act – An Act providing for COVID-19 Response and Recovery Interventions and Providing Mechanisms to Accelerate the Recovery and Bolster the Resiliency of the Philippine Economy, Providing Funds therefor, and for Other Purposes.	Download
Corporation Code Matrix (MTF)	A Comparative Matrix Between the Revised Corporation Code and the Old Corporation Code, highlighting the changes and amendments brought about by the Revised Corporation Code.	Download
Customs Modernization and Tariff Act (CMTA) (RA 10863)	RA 10863, also known as the Customs Modernization and Tariff Act (CMTA) – An Act Modernizing the Customs and Tariff Administration	Download
Foreign Investment Negative List	EO No. 65 – Promulgating the Eleventh Regular Foreign Investment Negative List – Only the investment areas and/or activities listed in the attached Eleventh Regular Foreign Investment Negative List shall be reserved for Philippines Nationals, subject to the exceptions and conditions indicated therein.	Download
Foreign Investments Act (RA 7049)	RA 7049, also known as the Foreign Investments Act of 1991 – AN ACT TO PROMOTE FOREIGN INVESTMENTS, PRESCRIBE THE PROCEDURES FOR REGISTERING ENTERPRISES DOING BUSINESS IN THE PHILIPPINES, AND FOR OTHER PURPOSES.	Download
Omnibus Investment Code (EO 226)	EO No. 226, also known as the Omnibus Investment Code – To accelerate the sound development of the national economy in consonance with the principles and objectives of economic nationalism and in pursuance of a planned economically feasible and practical dispersal of industries and the promotion of small and medium scale industries, under conditions which will encourage competition and discourage monopolies.	Download
Revised Corporation Code (RA 11232)	RA 11232, also known as the Revised Corporation Code – The Revised Corporation Code introduced amendments aimed at strengthening and simplifying corporate governance standards for a more business friendly environment. It also set out measures which will remove the barriers for hindering the entry of both small and large enterprises into the market. Further, it is aimed to improve ease of doing business in the country by allowing the incorporation of a One-person corporation, removing the minimum capital requirement and providing for the perpetual existence of corporations	Download
Revised Rules on Civil Procedure	2019 Amendments to the 1997 Rules of Civil Procedure – The amendments to the 1997 Rules of Civil Procedure present a multi-faceted adjustment to the rules, with the goal of improving the flow of court proceedings and avoiding delays.	Download
Revised Rules on Evidence	Amendment on the 2019 Amendments to the 1969 Revised Rules on Evidence – The amendments to the Revised Rules on Evidence reflect various Supreme Court rulings on admissibility and evaluation of evidence. The introduction and appreciation of electronic evidence were also further refined. Significant amendments include provisions implementing the Apostille Convention, to which the country is a party. The erstwhile "Best Evidence Rule" is now known as the "Original Document Rule" in order to avoid confusion, since the rule only applies to documents. Documentary evidence now includes recordings, photographs, words, sounds, numbers, or their equivalent. Privileged communications were expanded with respect to attorney-client and physician-patient relationships. Hearsay is now defined and differentiated from the rule requiring firsthand knowledge. Some exceptions to the hearsay rule were modified. The Deadman's Statute was done away with and the testimony of the survivor, as well as hearsay evidence of the deceased, may now be admitted, among other amendments.	Download
Securities Regulation Code (RA 8799)	RA 8799, also known as The Securities and Regulations Code – is the primary legislation passed in order to promote the development of the capital market, protect investors, ensure full and fair disclosure about securities, minimize if not totally eliminate insider trading and other fraudulent or manipulative devices and practices which create distortions in the free market.	Download
Tax Amnesty Act (RA 11213)	RA 11213, also known as the Tax Amnesty Act – An Act Enhancing Revenue Administration and Collection by Granting an Amnesty on all unpaid Internal Revenue Taxes imposed by the National Government for Taxable Year 2017 and Prior Years with respect to Estate Tax, Other Internal Revenue Taxes and Tax on Delinquencies.	Download
TRAIN Law (RA 10963)	RA 10963, also known as the Tax Reform for Acceleration and Inclusion (TRAIN) – An Act Amending Sections 5, 6, 24, 25, 27, 31, 32, 33, 34, 51, 52, 56, 57, 58, 74, 79, 84, 86, 90, 91, 97, 99, 100, 101, 106, 107, 108, 109, 110, 112, 114, 116, 127, 128, 129, 145, 148, 149, 151, 155, 171, 174, 175, 177, 178, 179, 180, 181, 182, 183, 186, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 232, 236, 237, 249, 254, 264, 269, AND 288; Creating New Sections 51-A, 148-A, 150-A, 150-B, 237-A, 264-A, 264-B, and 265-A; and Repealing Sections 35, 62, and 89; All Under Republic Act No. 8424, Otherwise Known as the National Internal Revenue Code of 1997, as Amended, and for Other Purposes	Download

## Edit Publications Page

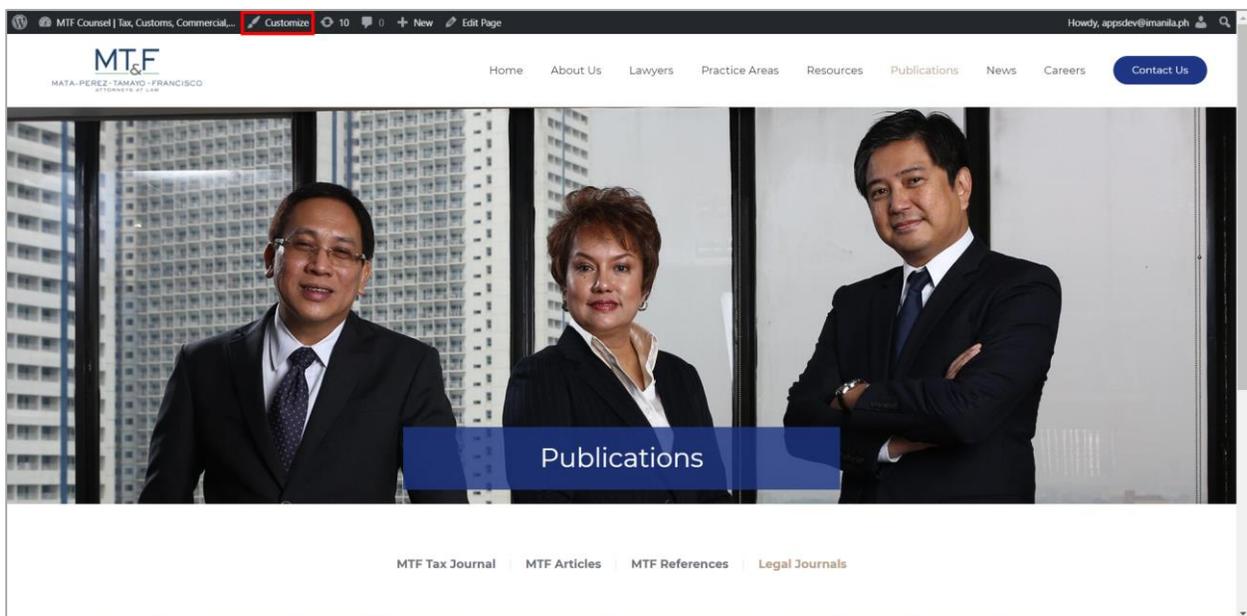
### Visit Site

From the dashboard, On the upper-left corner, on-hover of “MTF Counsel | Tax, Customs, Commercial”, kindly click “Visit Site”. Then click “Publications” link.



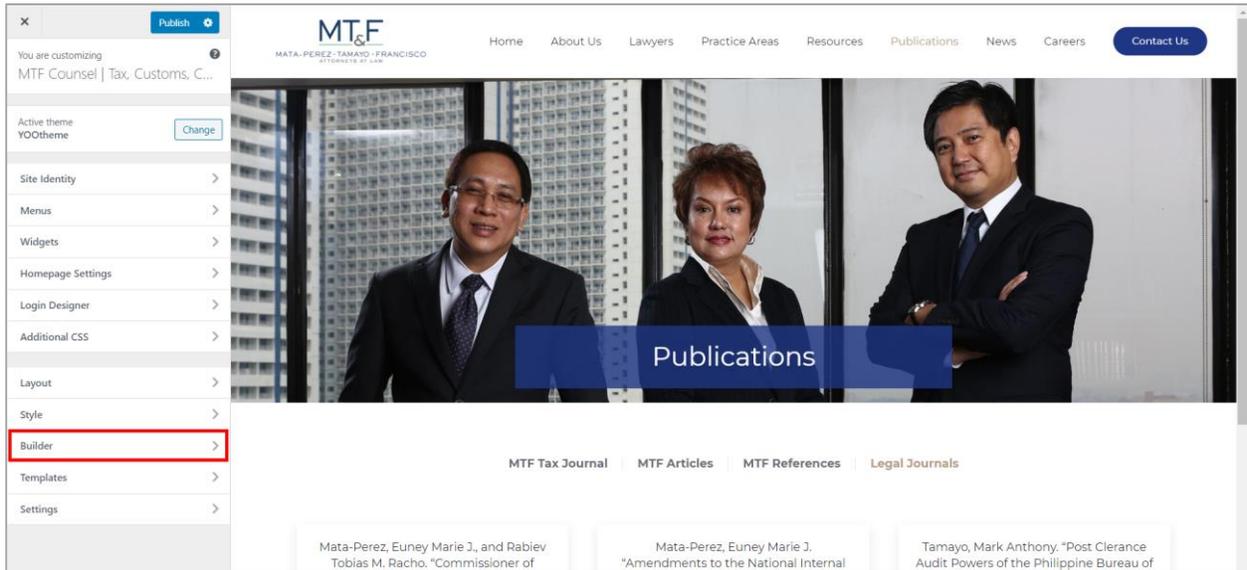
### Customize

Publications page will be displayed. Click **Customize** on the toolbar.



## Builder

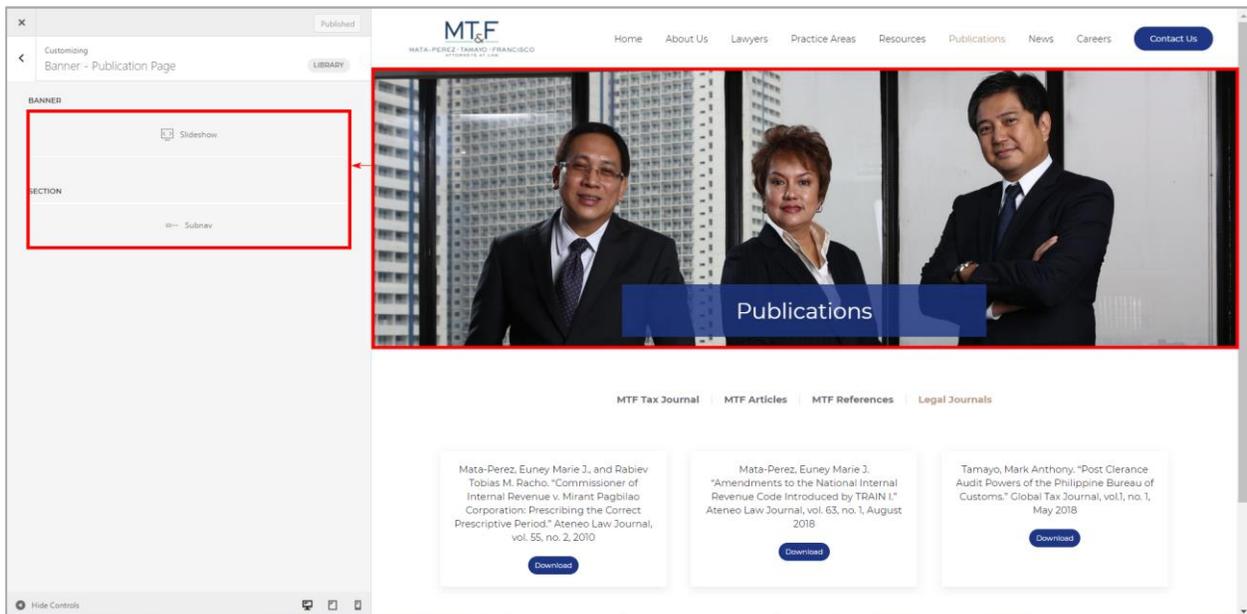
It will redirect to **Customize** Page. On the side panel, click **Builder**.



## Customizer (Builder)

**Important Note:** Clicking on an element will open a sub-panel with all style settings available to customize. To identify the elements within your website, just hover an item in the sidebar, and all its representations in the live preview will be highlighted with a blue border. And hovering any content in the live preview will be highlighted the element/s used in this specific part of the website. This gives you a hint as to which element/s to check in order to customize it.

### 1. Publications - Banner



**Note:** To edit Publications Banner, from **Dashboard > Appearance > Customize > Widgets > Top > Builder: Banner Publication page > Open Builder**

## 2. Publications - Content

The screenshot shows a web browser window displaying the MTF website. The browser's address bar shows 'Published'. The website header includes the MTF logo (MATA-PEREZ, TAYAO, FRANCISCO) and navigation links: Home, About Us, Lawyers, Practice Areas, Resources, Publications, News, Careers, and a Contact Us button. The main content area features a large image of three professionals with a blue 'Publications' overlay. Below this is a navigation bar with links for MTF Tax Journal, MTF Articles, MTF References, and Legal Journals. A red box highlights the 'Legal Journals' section, which contains three article cards. Each card includes the author(s), title, journal name, volume/issue, and a 'Download' button. On the left side of the browser window, a 'Customizing Builder' sidebar is visible, showing a 'LIBRARY' section with a 'Grid' option highlighted by a red box. A red arrow points from this 'Grid' option to the 'Legal Journals' section on the website.

Legal Journals

PDF - GRID (NEW)

Grid

MTF Tax Journal | MTF Articles | MTF References | Legal Journals

Mata-Perez, Euney Marie J., and Rabiev Tobias M. Racho, "Commissioner of Internal Revenue v. Mirant Pagbilao Corporation: Prescribing the Correct Prescriptive Period," *Ateneo Law Journal*, vol. 55, no. 2, 2010

Download

Mata-Perez, Euney Marie J. "Amendments to the National Internal Revenue Code Introduced by TRAIN 1," *Ateneo Law Journal*, vol. 63, no. 1, August 2018

Download

Tamayo, Mark Anthony, "Post Clearance Audit Powers of the Philippine Bureau of Customs," *Global Tax Journal*, vol. 1, no. 1, May 2018

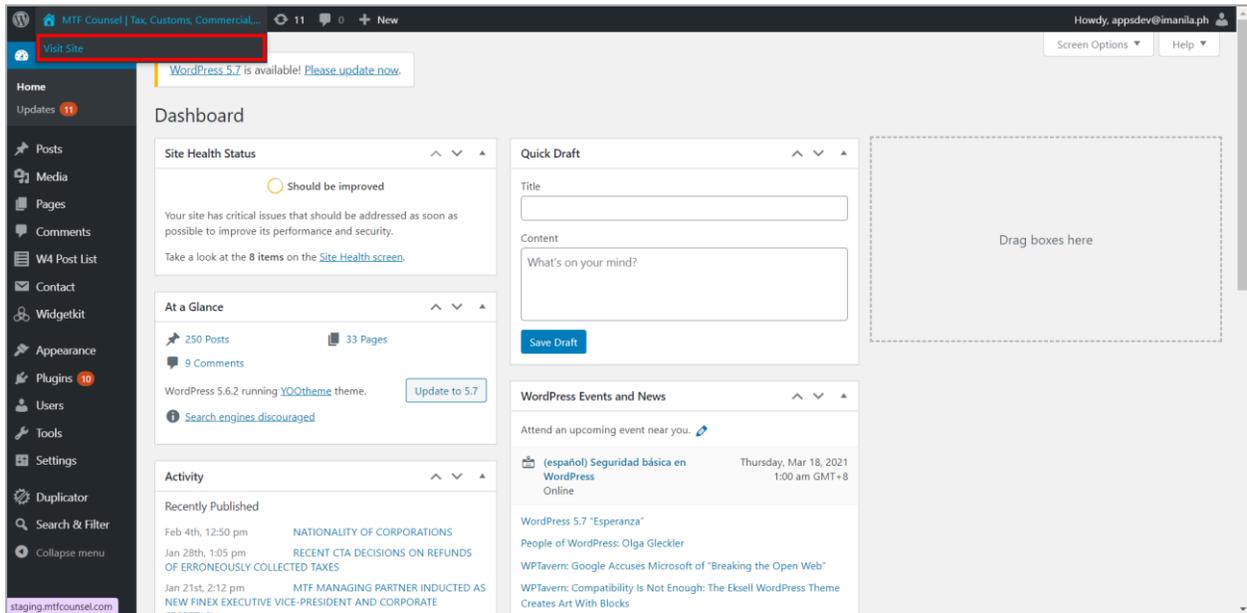
Download

**Note:** Any changes on the Customizer, the Publish button will appear. If not sure for the changes made just reload/refresh the page.

## Edit News Page

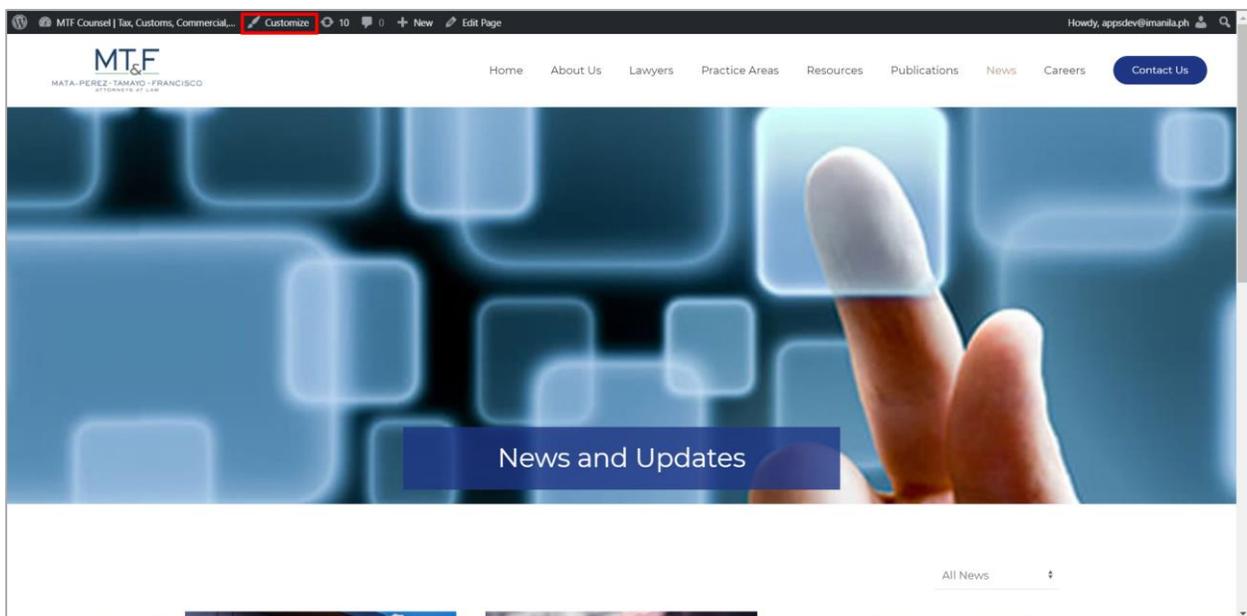
### Visit Site

From the dashboard, On the upper-left corner, on-hover of “MTF Counsel | Tax, Customs, Commercial”, kindly click “Visit Site”. Then click “News” link.



### Customize

News page will be displayed. Click Customize on the toolbar.



## Builder

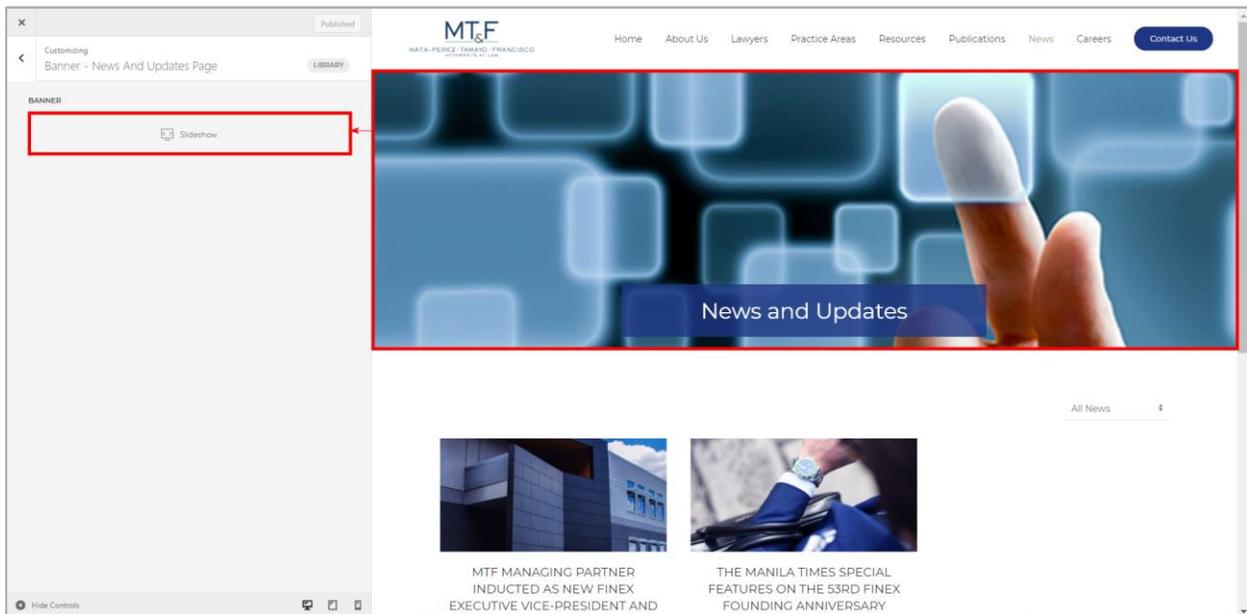
It will redirect to **Customize** Page. On the side panel, click **Builder**.



## Customizer (Builder)

**Important Note:** Clicking on an element will open a sub-panel with all style settings available to customize. To identify the elements within your website, just hover an item in the sidebar, and all its representations in the live preview will be highlighted with a blue border. And hovering any content in the live preview will be highlighted the element/s used in this specific part of the website. This gives you a hint as to which element/s to check in order to customize it.

### 1. News and Updates - Banner



**Note:** To edit News and Updates Banner, from **Dashboard > Appearance > Customize > Widgets > Top > Builder: Banner News and Updates page > Open Builder**

**Note:** To edit blogs/posts go to [Manage blogs](#) page.

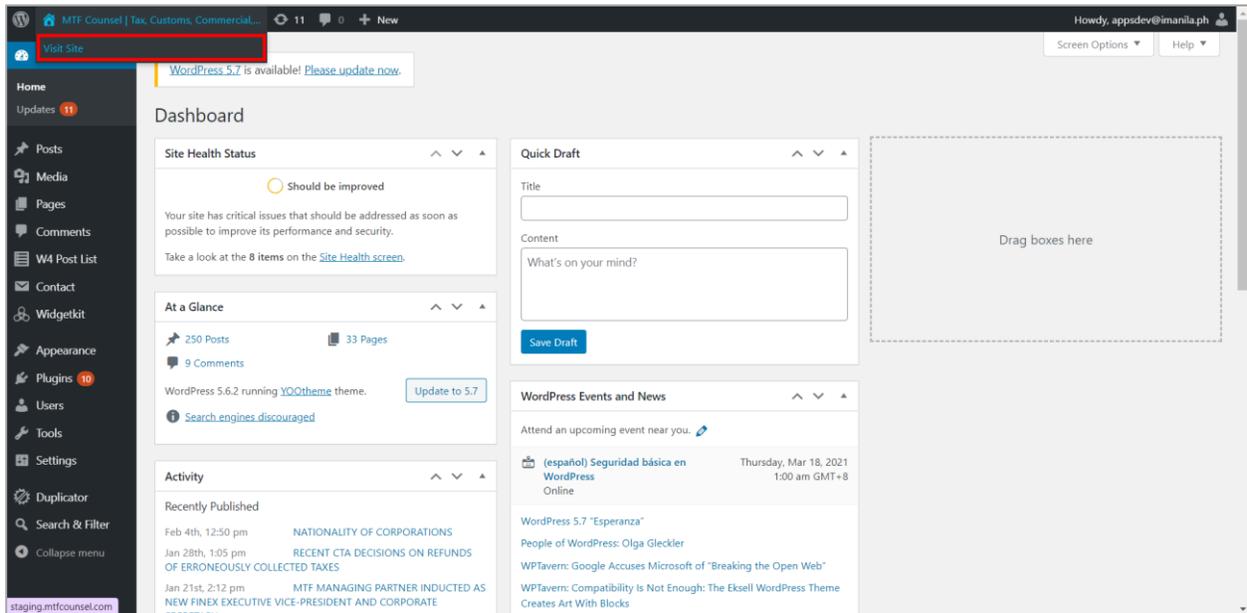
The screenshot shows a web customizer interface for the MTF website. On the left, a sidebar titled 'Customizing Builder' is open, showing a 'News' section with two 'Html' widgets. The main content area displays the website's header with the MTF logo and navigation links: Home, About Us, Lawyers, Practice Areas, Resources, Publications, News, Careers, and a 'Contact Us' button. Below the header is a large blue banner with a hand pointing at a screen and the text 'News and Updates'. The main content area features two news items. The first item has a photo of a modern building and the headline 'MTF MANAGING PARTNER INDUCTED AS NEW FINEX EXECUTIVE VICE-PRESIDENT AND CORPORATE SECRETARY.' The second item has a photo of a person in a suit and the headline 'THE MANILA TIMES SPECIAL FEATURES ON THE 53RD FINEX FOUNDING ANNIVERSARY ENTITLED "TRANSCENDING THE NEW FRONTIER: LEADING BEYOND RECOVERY"'. Both items include a 'Continue reading' button. At the bottom right, it says 'Found 2 Results'.

**Note:** Any changes on the **Customizer**, the **Publish** button will appear. If not sure for the changes made just reload/refresh the page.

## Edit Careers Page

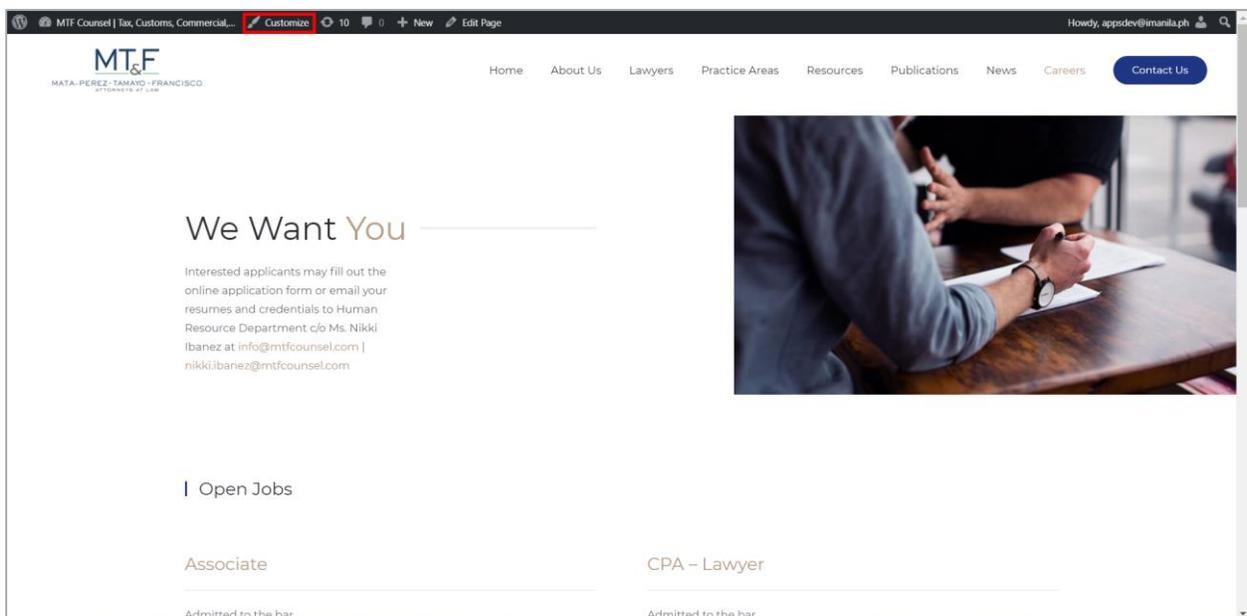
### Visit Site

From the dashboard, On the upper-left corner, on-hover of “MTF Counsel | Tax, Customs, Commercial”, kindly click “Visit Site”. Then click “Careers” link.



### Customize

Careers page will be displayed. Click **Customize** on the toolbar.



## Builder

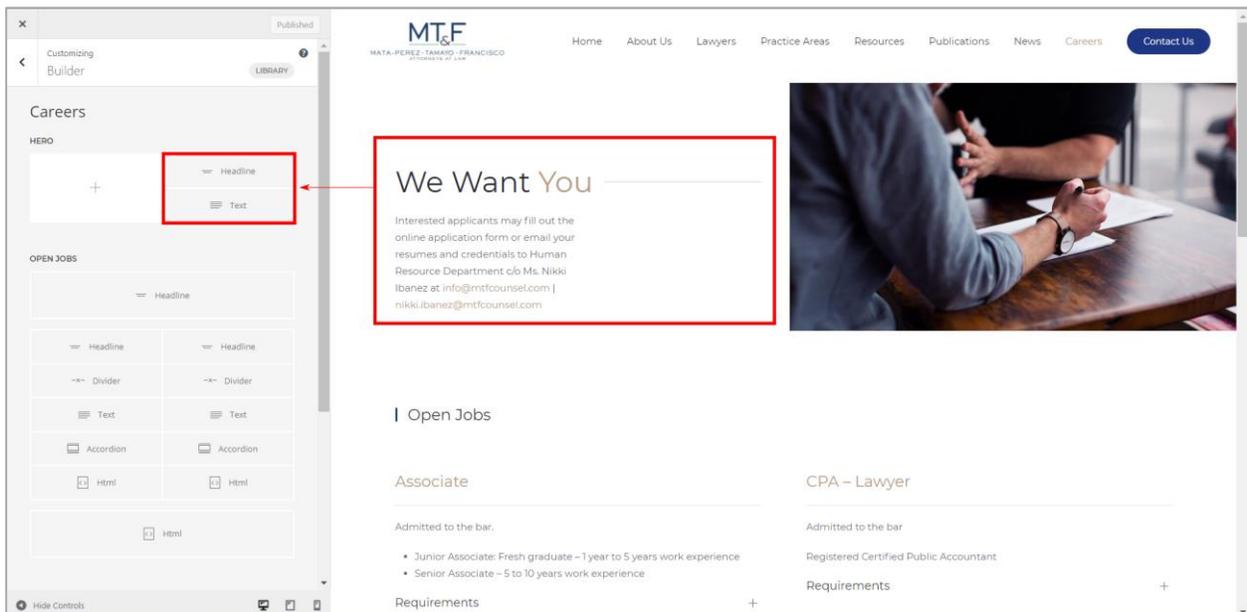
It will redirect to **Customize** Page. On the side panel, click **Builder**.



## Customizer (Builder)

**Important Note:** Clicking on an element will open a sub-panel with all style settings available to customize. To identify the elements within your website, just hover an item in the sidebar, and all its representations in the live preview will be highlighted with a blue border. And hovering any content in the live preview will be highlighted the element/s used in this specific part of the website. This gives you a hint as to which element/s to check in order to customize it.

### 1. We Want You



To edit the image, hover on the upper left of the element then click Edit icon.

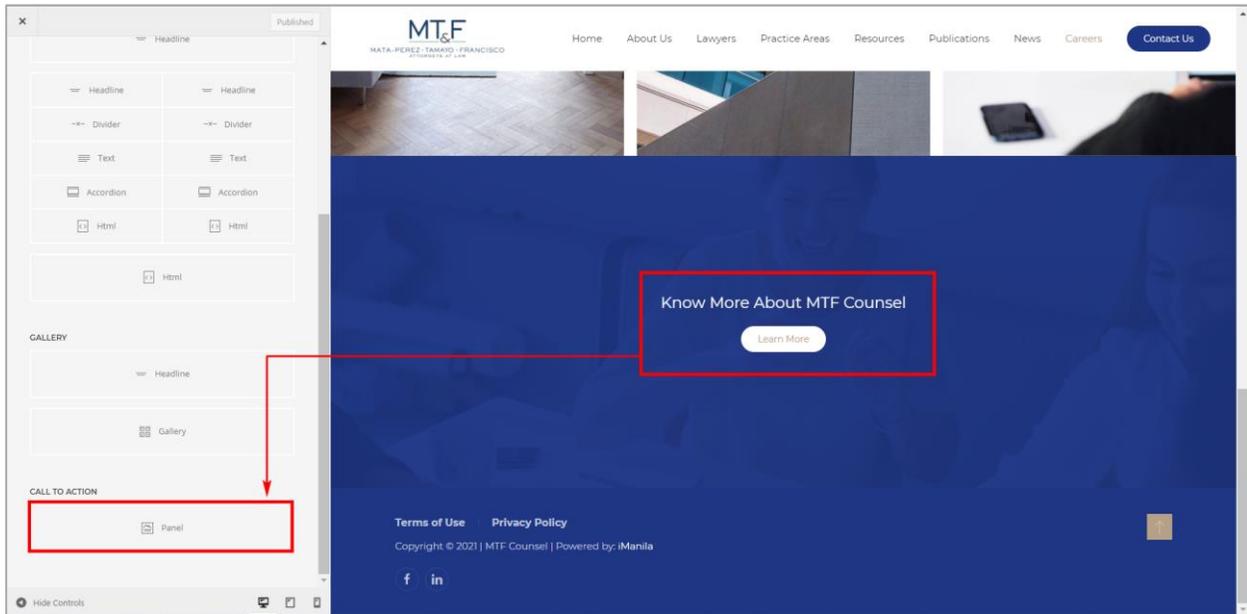
The screenshot shows the WordPress Customizer interface for editing the 'Careers' section. On the left, the 'Builder' sidebar is open, showing a 'HERO' section with a red box highlighting the image placeholder. The main preview area shows the 'We Want You' hero section with a red box around the image. Below are 'Open Jobs' sections for 'Associate' and 'CPA - Lawyer'.

Click the image then select an image on the media library.

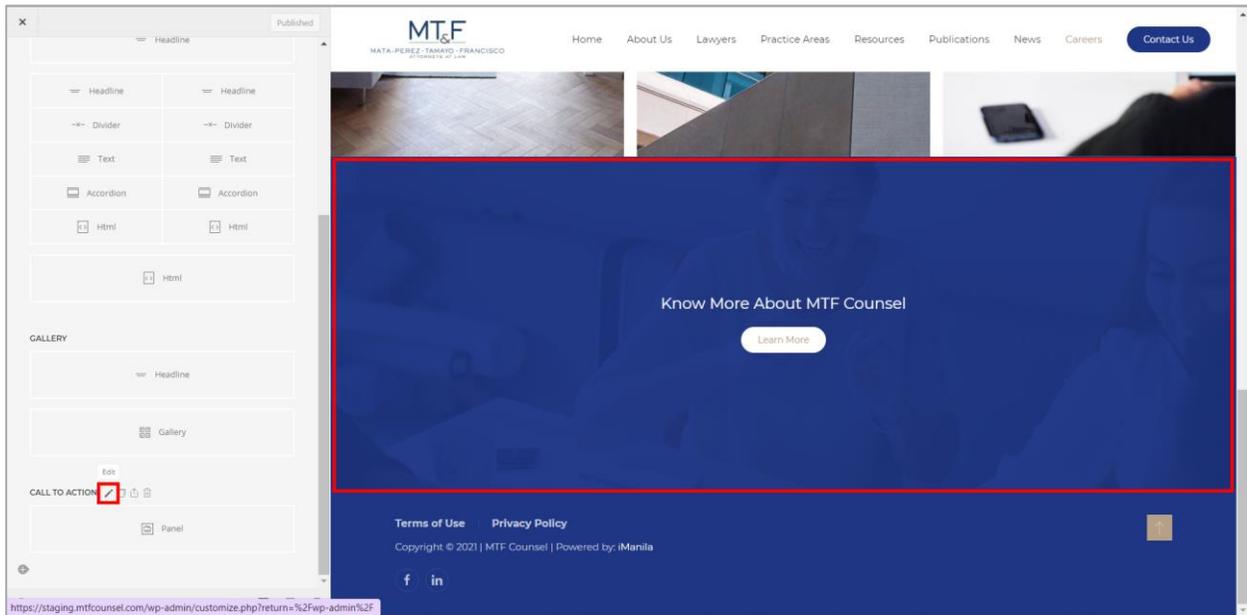
The screenshot shows the WordPress Customizer interface for editing the 'Careers' section. On the left, the 'Section' sidebar is open, showing the 'IMAGE' settings with a red box around the image placeholder. The main preview area shows the 'We Want You' hero section with a red box around the image.



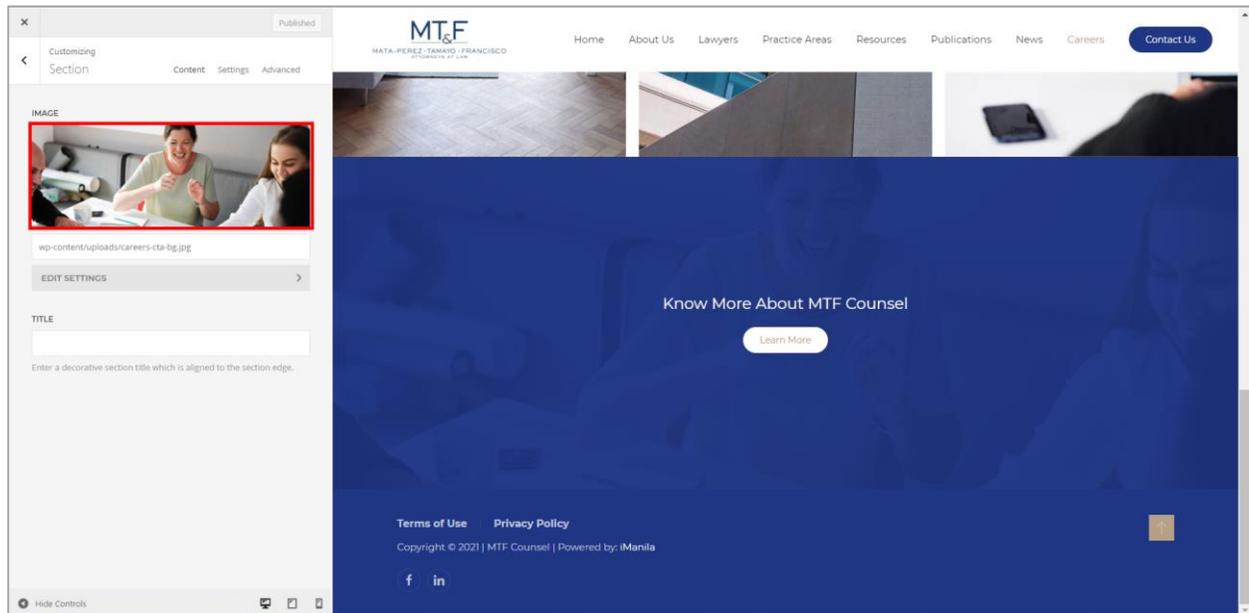
#### 4. Know More About MTF Counsel



To edit the image, hover on the upper left of the element then click Edit icon.



Click the image then select an image on the media library.

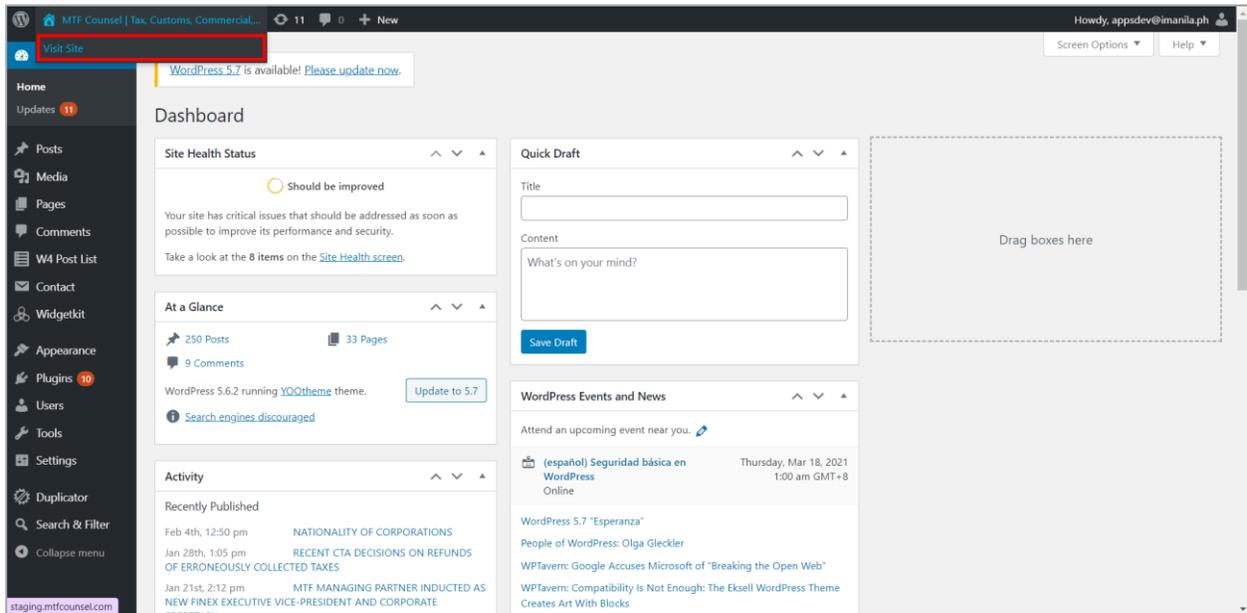


**Note:** Any changes on the Customizer, the Publish button will appear. If not sure for the changes made just reload/refresh the page.

## Edit Contact Us Page

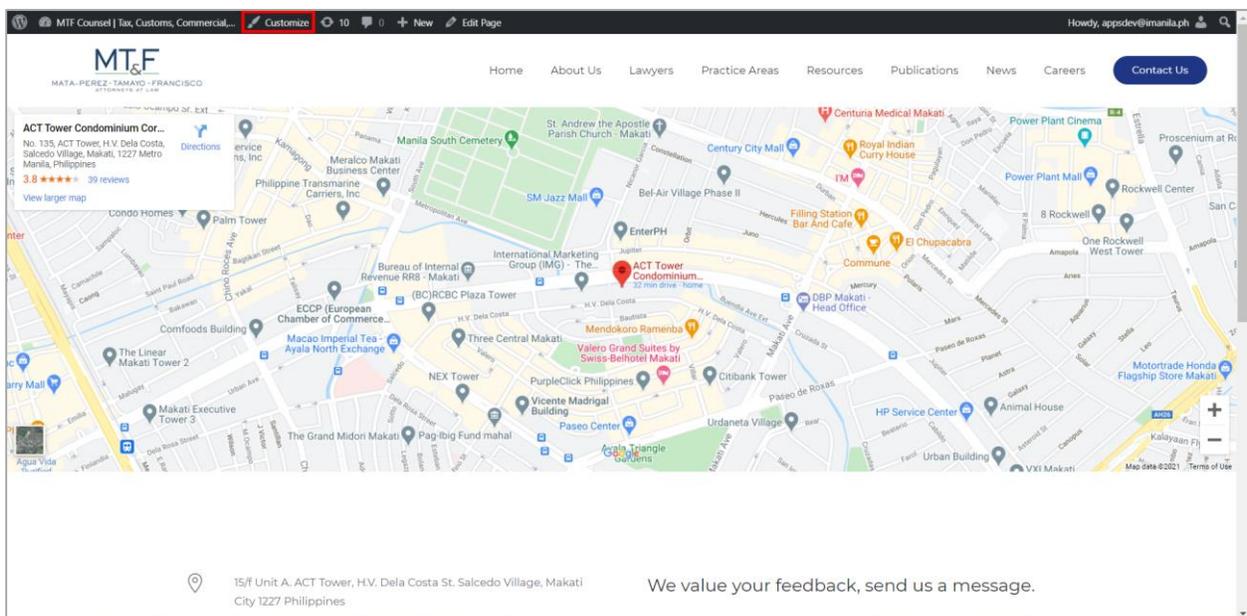
### Visit Site

From the dashboard, On the upper-left corner, on-hover of “MTF Counsel | Tax, Customs, Commercial”, kindly click “Visit Site”. Then click “Contact Us” link.



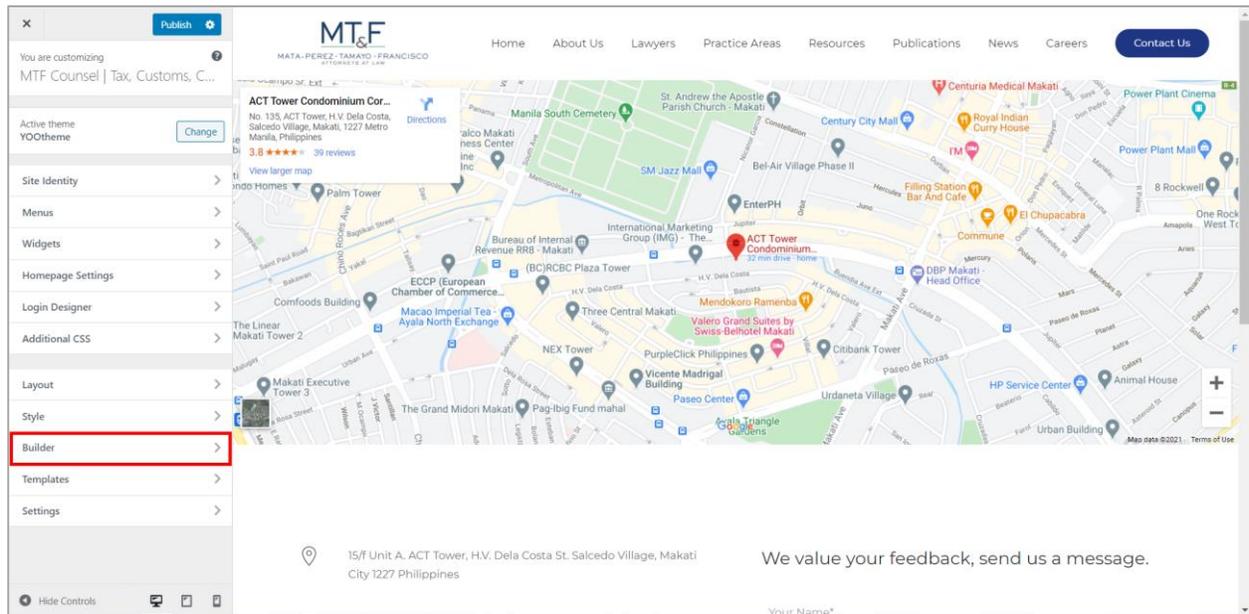
### Customize

Contact Us page will be displayed. Click **CUSTOMIZE** on the toolbar.



## Builder

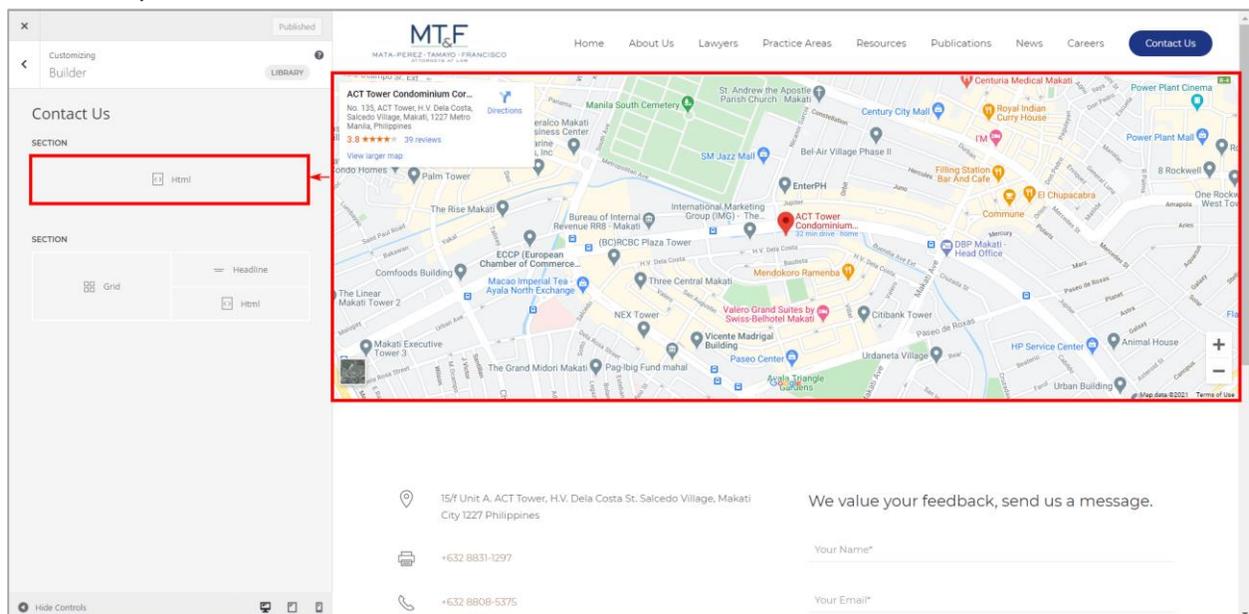
It will redirect to **Customize** Page. On the side panel, click **Builder**.



## Customizer (Builder)

**Important Note:** Clicking on an element will open a sub-panel with all style settings available to customize. To identify the elements within your website, just hover an item in the sidebar, and all its representations in the live preview will be highlighted with a blue border. And hovering any content in the live preview will be highlighted the element/s used in this specific part of the website. This gives you a hint as to which element/s to check in order to customize it.

### 1. Map



## 2. Contact Information

The screenshot displays a website's contact page within a customizer interface. The page header includes the MTF logo and navigation links: Home, About Us, Lawyers, Practice Areas, Resources, Publications, News, Careers, and a Contact Us button. The main content area is divided into two sections. The left section, titled 'Contact Us', contains contact information: 15/f Unit A, ACT Tower, H.V. Dela Costa St. Salcedo Village, Makati City 1227 Philippines; phone numbers +632 8831-1297 and +632 8808-5375; email addresses info@mtfcounsel.com, euney.mata-perez@mtfcounsel.com, mark.tamayo@mtfcounsel.com, and gary.francisco@mtfcounsel.com. The right section, titled 'We value your feedback, send us a message.', contains a feedback form with fields for 'Your Name\*', 'Your Email\*', 'Subject', and 'Your Message\*', and a 'Send' button. The customizer interface on the left shows a 'Contact Us' section with 'Grid' and 'Headline' options highlighted by a red box. A red box also highlights the contact information and feedback form on the live page.

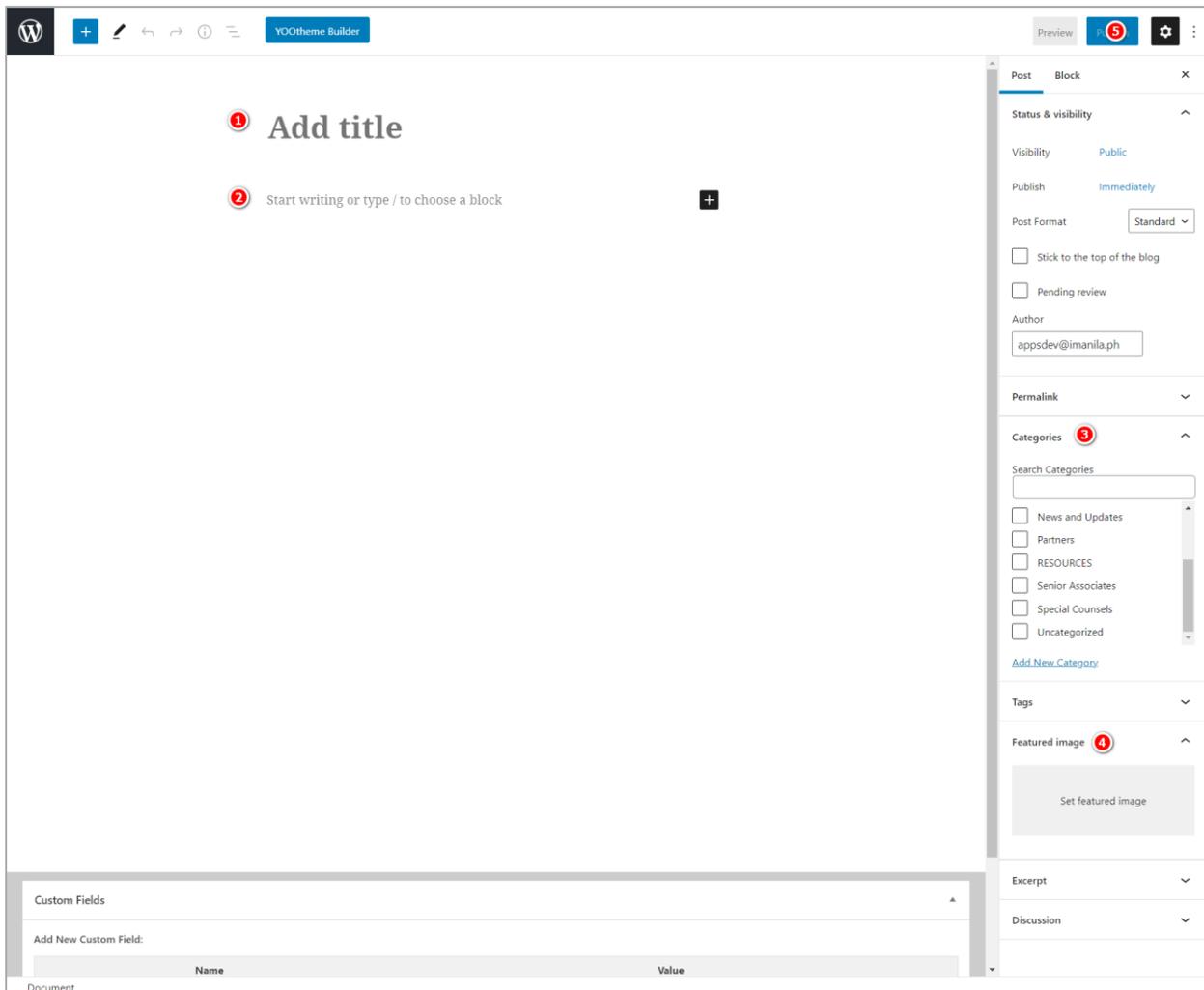
**Note:** Any changes on the Customizer, the Publish button will appear. If not sure for the changes made just reload/refresh the page.

# Manage Blogs

## Add Blog

To add new article, go to **Dashboard > Posts > Add New**

1. Title
2. Content
3. Category – select the appropriate category
4. Featured Image
5. Publish

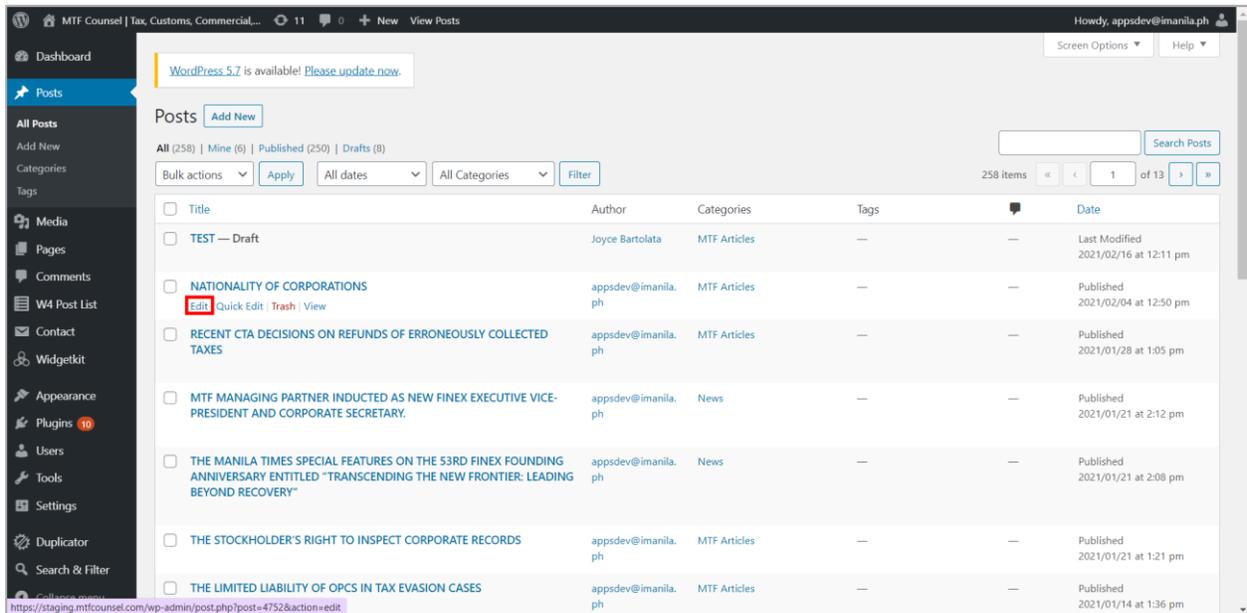


*Add Blog Page*

## Edit Blog

To edit an article, go to **Dashboard > Posts > All Posts**

- Then select the article that you want to modify.



The screenshot shows the WordPress dashboard's 'Posts' section. The left sidebar contains navigation options like 'Dashboard', 'Posts', 'Media', 'Pages', 'Comments', 'W4 Post List', 'Contact', 'Widgetkit', 'Appearance', 'Plugins', 'Users', 'Tools', 'Settings', 'Duplicate', and 'Search & Filter'. The main content area displays a table of posts with columns for 'Title', 'Author', 'Categories', 'Tags', and 'Date'. The post titled 'NATIONALITY OF CORPORATIONS' is highlighted, and the 'Edit' link is visible. The table lists several other posts, including 'TEST - Draft', 'RECENT CTA DECISIONS ON REFUNDS OF ERRONEOUSLY COLLECTED TAXES', and 'THE MANILA TIMES SPECIAL FEATURES ON THE 53RD FINEX FOUNDING ANNIVERSARY ENTITLED "TRANSCENDING THE NEW FRONTIER: LEADING BEYOND RECOVERY"'. The bottom of the screenshot shows the URL: <https://staging.mtfcounsel.com/wp-admin/post.php?post=4752&action=edit>.

*Posts Dashboard*



The screenshot shows the 'Edit Blog' interface for the article 'NATIONALITY OF CORPORATIONS'. The main content area displays the article title, a byline 'By: Atty. Nica Gasapo on February 4, 2021.', and a featured image of a woman. The article text begins with 'The 1987 Philippine Constitution has set forth requirements a corporation must meet before involving itself in certain activities. Depending on its nationality, a corporation may or may not undertake specific business ventures or invest in certain areas. Indeed, the 1987 Constitution was crafted to protect the rights of Filipinos to utilize natural resources, operate public utilities, and engage in fully or partly nationalized activities.' Below this, the text starts with 'Under the Foreign Investments Act of 1991, a corporation is a "Philippine National" if it is organized under the laws of the Philippines and at least 60 percent of its capital stock outstanding and entitled to vote is owned and'. The right sidebar contains settings for 'Status & visibility' (Public), 'Publish' (February 4, 2021 12:50 pm), 'Post Format' (Standard), 'Author' (appsdev@im Manila.ph), 'Move to trash', '5 Revisions', 'Permalink', 'Categories' (MTF Articles), and 'Search Categories'.

*Edit Blog*

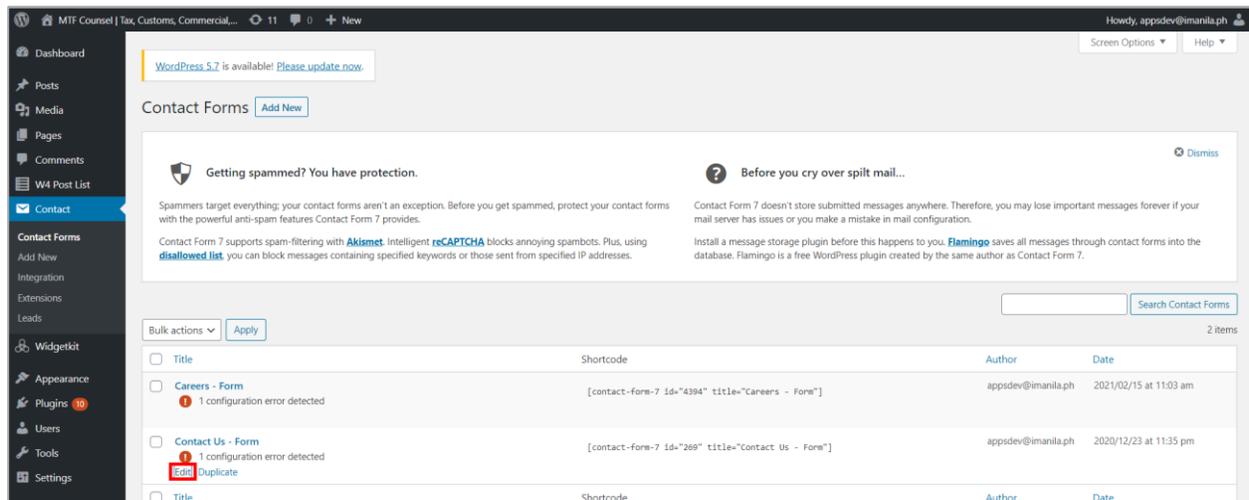
# Form

## Contact Form

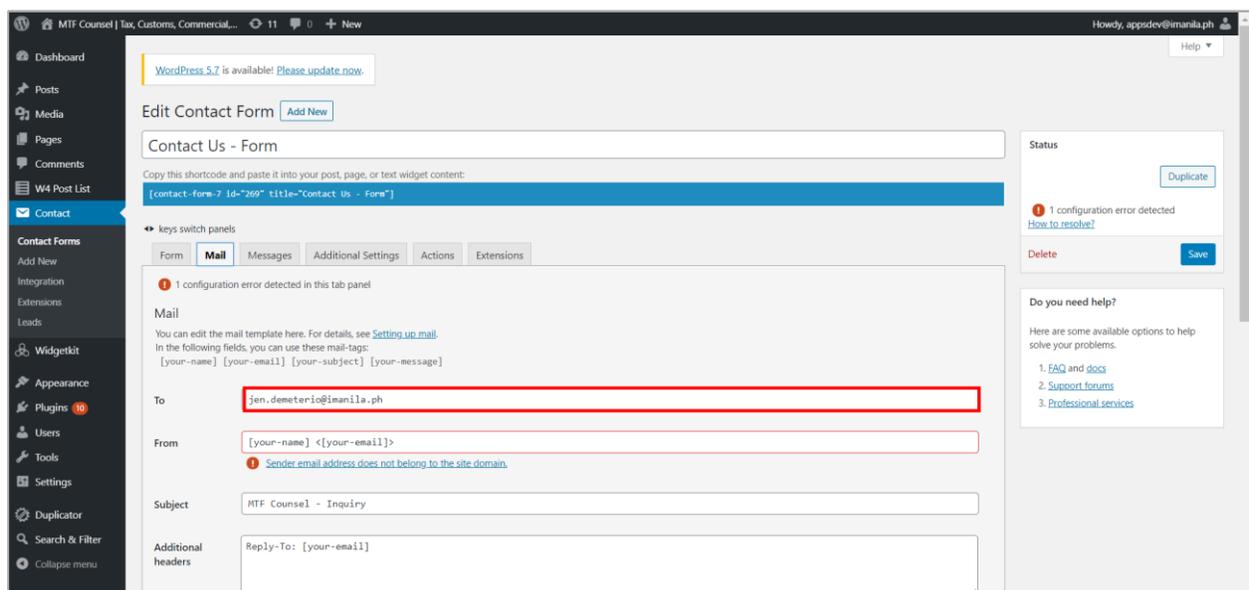
To add email recipient in **Contact Forms**, go to **Dashboard > Contact**

Select the form that you want to modify (ex: Contact Us - Form)

Click **“Edit”** link below the title of the form.



- Click on the **“Mail”** tab.
- On the **“To”** field you can type in multiple emails by separating them with a comma.
- Then click **“Save”** button to update.

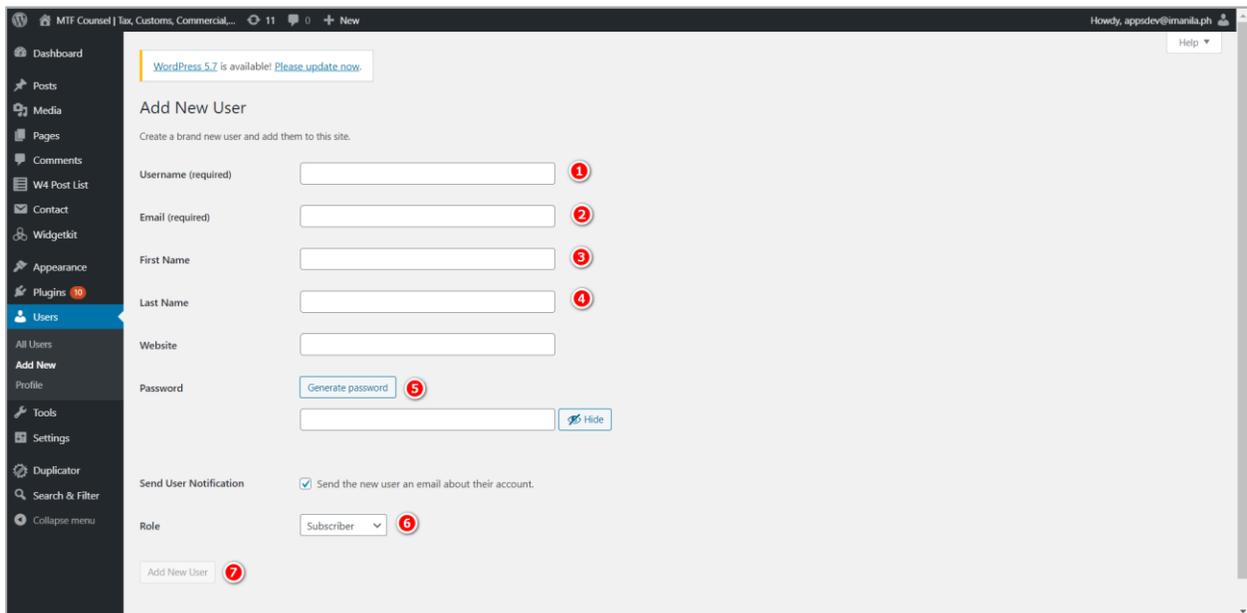


# Manage User

## Add User

To add new user, go to **Dashboard > Users > Add New**

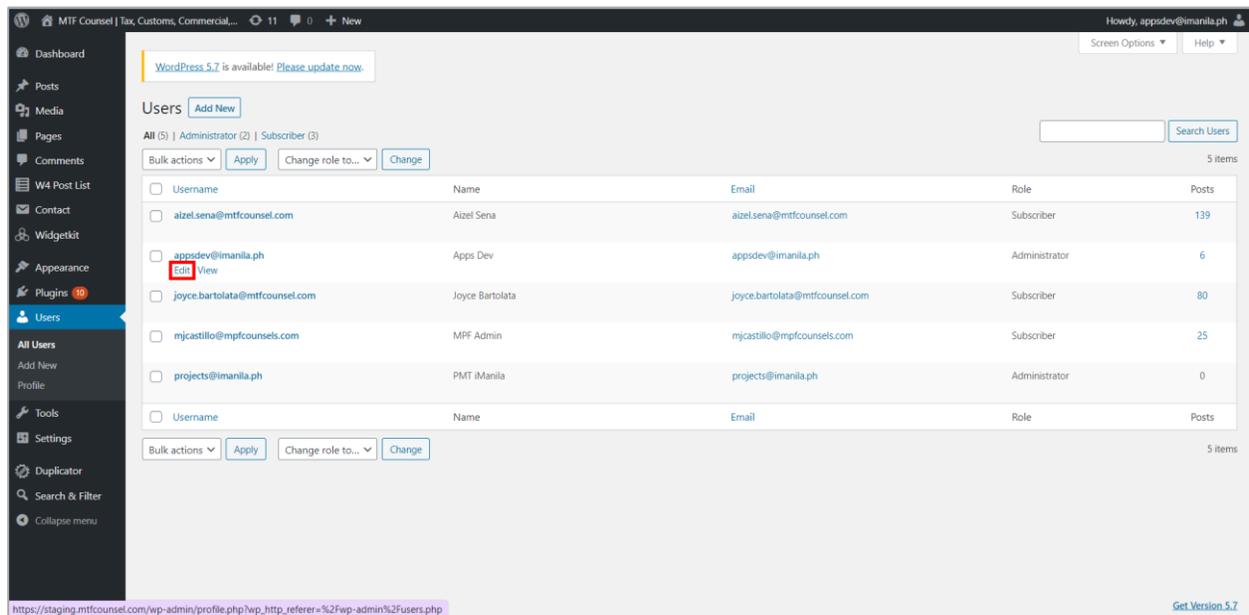
1. Username
2. Email
3. First Name
4. Last Name
5. Password (Auto-generated or own)
6. Role
7. Click Add New User



## Edit User

To edit a News article, go to **Dashboard > Users > All Users**

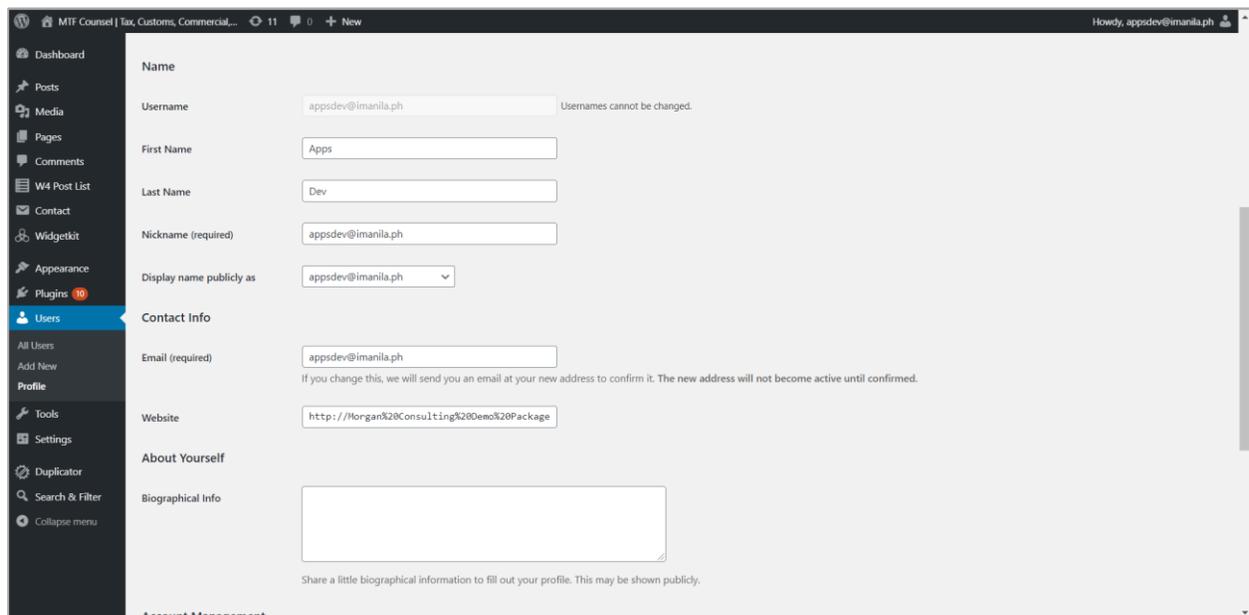
- Then select the user that you want to modify.



The screenshot shows the WordPress Users dashboard. The left sidebar contains navigation options: Dashboard, Posts, Media, Pages, Comments, W4 Post List, Contact, Widgetkit, Appearance, Plugins (10), Users (selected), All Users, Add New, Profile, Tools, Settings, Duplicator, Search & Filter, and Collapse menu. The main content area displays a list of users with columns for Username, Name, Email, Role, and Posts. The user 'appsdev@imania.ph' is highlighted, and an 'Edit' button is visible next to their name. Below the list, there are bulk action buttons: Bulk actions, Apply, Change role to..., and Change. The URL at the bottom is [https://staging.mtfcounsel.com/wp-admin/profile.php?wp\\_http\\_referer=%2Fwp-admin%2Fusers.php](https://staging.mtfcounsel.com/wp-admin/profile.php?wp_http_referer=%2Fwp-admin%2Fusers.php) and the version is 5.7.

Username	Name	Email	Role	Posts	
<input type="checkbox"/>	aizel.sena@mtfcounsel.com	Aizel Sena	aizel.sena@mtfcounsel.com	Subscriber	139
<input checked="" type="checkbox"/>	appsdev@imania.ph	Apps Dev	appsdev@imania.ph	Administrator	6
<input type="checkbox"/>	joyce.bartolata@mtfcounsel.com	Joyce Bartolata	joyce.bartolata@mtfcounsel.com	Subscriber	80
<input type="checkbox"/>	mjcastillo@mpfcounsel.com	MPF Admin	mjcastillo@mpfcounsel.com	Subscriber	25
<input type="checkbox"/>	projects@imania.ph	PMT IManila	projects@imania.ph	Administrator	0

*User Dashboard*



The screenshot shows the WordPress Edit User profile form. The left sidebar is the same as in the previous screenshot. The main content area contains the following fields and sections:

- Name**: Username (appsdev@imania.ph, note: Usernames cannot be changed), First Name (Apps), Last Name (Dev), Nickname (required) (appsdev@imania.ph), Display name publicly as (appsdev@imania.ph).
- Contact Info**: Email (required) (appsdev@imania.ph, note: If you change this, we will send you an email at your new address to confirm it. The new address will not become active until confirmed.), Website (http://MorganK20ConsultingK20DemoK20Package).
- About Yourself**: Biographical Info (text area, note: Share a little biographical information to fill out your profile. This may be shown publicly.).

Account Management

*Edit User*